

SECTION 4 - SUPPLEMENTS

SUPPLEMENT 1 - Administrative Processing

Enclosures and Attachments

TABLE OF CONTENTS

C1. GENERAL ADMINISTRATION.....	4
Enclosure 1 - Systems and Applications Definitions.....	4
Enclosure 2 - Definitions (other than Systems and Applications)	9
Enclosure 3 - Abbreviations and Acronyms.....	34
Enclosure 4 - Forms	43
Attachment 1 - Sorted By Source	43
Attachment 2 - Sorted By Form Number	48
Attachment 3 - Sorted By Form Title.....	53
Enclosure 5 - Standard Operating Procedures (SOP)	58
Attachment 1 - Template A	61
Attachment 2 - Template B	62
Attachment 3 - DRMS Form 24.....	63
C2. GENERAL OPERATIONS GUIDANCE	64
Enclosure 1 - Monitoring the Receiving Process.....	64
Enclosure 2 - In-Place Receipt Memorandum of Understanding (Disposition In-Place)	66
Enclosure 3 - In-Place Receipt Memorandum of Understanding - Environmental	71
Enclosure 4 - Memorandum of Understanding (MOA) (Regarding Range Residue).....	73
Enclosure 5- Federal Civil Agency - MOA	76
Enclosure 6 - DRMO Layouts	82
Attachment 1 - Model DRMO Layout	82
Attachment 2 - Planograph	83
Attachment 3 - Interior Building Layout Example	84
Attachment 4 - Interior Building Bulk Layout Example	85
Attachment 5 - Interior Bin/Shelf Storage Example	86
Attachment 6 - Multi-Bay Warehouse Example.....	87
Attachment 7 - Striping and Numbering Techniques.....	88
Attachment 8 - Alternative Striping Technique	89
Attachment 9 - DRMO Warehouse Explosion Diagram.....	90
Attachment 10 - DRMS Location Numbering System	91
Attachment 11 - Site Location Code Example.....	92
Attachment 12 - Building or Area	93
Attachment 13 - Bay or Section	94
Attachment 14 - Aisles.....	95
Attachment 15 - Aisles (Storage Bulk)	96
Attachment 16 - Stack	97
Attachment 17 - Level.....	98
Attachment 18 - Compartment.....	99
Enclosure 7 - Congressional Reply Samples	100
Attachment 1 - Acknowledgment Reply to Congressional Inquiry	100
Attachment 2 - Transmittal Letter Referring Congressional Correspondence to DRMS	101
Enclosure 8 - MOA for Disposal Services	102

Attachment 1 - Safety and Occupational Health Support/Services.....	106
Attachment 2 - Security Support Requirements	107
Enclosure 9 - MOA for RIP Scrap	110
C3. SAFETY	114
Enclosure 1 - Personal Protection Equipment - PPE Requirements.....	114
Enclosure 2 - Fire Safety - Standard Operating Procedures (SOP).....	115
Enclosure 3 - Industrial Hygiene - Survey Frequency - Sample	117
Enclosure 4 - Monitoring DRMS Contractors Performing on a DOD Installation.....	118
Enclosure 5 - Personal Protection Equipment.....	119
Attachment 1 - Hazard Assessment Certification - (Sample)	119
Attachment 2 - Personal Protective Equipment Training/Certification	120
C4. SECURITY AND FORCE PROTECTION	121
Enclosure 1 - Definitions and Terms	121

TABLE OF FIGURES

Figure 1 - Forms Sorted by Source	43
Figure 2 - Forms Sorted By Number	48
Figure 3 - Forms Sorted By Form Title	53

C1. GENERAL ADMINISTRATION

Enclosure 1 - Systems and Applications Definitions

<u>System / Application:</u>	<u>Definition:</u>	<u>Data Owner:</u>
ADOBE FORMS	A software program used to design and print forms. (Replaced Form Flow)	
AIT	The automated information technology (AIT) is a wireless bar coding which has a "real time" interface with DAISY. Using a hand held portable input terminal (PIT), connection can be made to DAISY from anywhere within a DRMO yard and/or warehouse. The user signs on to DAISY using the PIT and processes normal DAISY transactions. It is important that users are familiar with DAISY since the inputs revise the official DRMS accountable records. Each transaction flows into DAISY just as if the user were sitting at a personal computer. The PIT program emulates each DAISY screen and the changes are officially processed. Inventory Management Bar Code (IMBC) is a bar coding program is used for Warehousing, Marketing and Inventory functions. IMBC is used to ensure property and locations are bar coded. The RTD Program is the automation of the RTD Requisition process in producing the 103 Form. Customers no longer hand scribe information, it is scanned using the PIT and uploaded in the SYS-TEC RTD Program.	Barbara Roberts DRMS-OPD
BOSS	The Base Operating Support System (BOSS) is a DOD-wide system used to requisition goods and services. The BOSS acts as a data repository and can be queried for historical reports generated to provide management data to the DRMS or to the DOD customer, as required. The specific function for BOSS in the HP disposal process includes contracting services for HW disposal, delivery order issuance, finance functions such as inter-fund billing services, tracking functions, such as "cradle to grave" manifest tracking of hazardous waste.	Joe Cummins DLIS-TSR
CAMS	Compliance Assistance Management System (CAMS) is a computer database used to record deficiencies and corrective actions resulting from on-site DRMS assessments of operational and environmental compliance, special focus visits, Self Assessments (SAs) and to record on-site validations of the DRMS Self Assessments (SAs). The CAMS user's guide is maintained electronically and is found at the CAMS main menu.	Mary Mosby DRMS-Q
CV Database	The Commercial Venture (CV) Database is a centralized storage of CV property listings. It is an automated data import system pulling salable property from MIDAS and Daisy Transactions. It generates weekly delivery orders and monthly statements of account for use by the Commercial Venture Team, DRMOs, the Contractor, and the Trade Security Commission (TSC). The CV database produces exception reports as required and has the capability to monitor and track property for sale and post-sale. It enables the Commercial Venture Team to track payments, credits, debits, and adjustments on the CV contract.	Becky Bellinger DRMS-BBS

<u>System / Application:</u>	<u>Definition:</u>	<u>Data Owner:</u>
DAISY	<p>The DRMO Defense Reutilization and Marketing Automated Information System (DAISY) is an automated property accounting and inventory management data system designed to process property through the necessary disposal steps and account for excess and surplus personal property from receipt to final disposition of property. DAISY interfaces with the BOSS system to track hazardous property (HP) through the disposal process. It also interfaces with the DNSP system, where data flows one-way most of the time. DAISY accountability steps, functions and inventory data are described in Section 2, Chapter 2, Property Accounting.</p> <p>The Conversion of Referral and Local Sales (CORALS) is a subsystem of DAISY. Users prepare National Sales referral descriptions on local DAISY systems. Local batches will move the data to DNSP. Reports and reject lists are generated from DNSP/DAISY for DRMOs to use in auditing the national sales referrals. Also, it is an automated system for referral of sales items, catalog generation, bid evaluation, contract administration, proceeds tracking and sales closure specifically for local sales. This is a menu-driven process of DAISY.</p>	DRMO Chiefs
SHIP	The Single Hazardous Input Program (SHIP) is an automated data entry and accounting interface system for hazardous waste being processed to disposal. SHIP eliminates multiple entries by interfacing the DAISY and BOSS, accounting and inventory processes; it also supports electronic file or document transfer to the DOD generator and service contractor of HW reports required by environmental regulations, and supports the bar coded inventory and transit label systems used to account for hazardous waste (HW).	DRMO Chiefs
FTS	The Financial Tracking System (FTS) is a subsystem of DAISY that records various types of surplus sales payments. Maintains an accurate accounting of payment recordation. This is another menu-driven process of DAISY. Users must be appointed as cashiers.	Manuel Ozuna DRMS-RF
DAISY RCP	The DAISY Recycling Control Point (RCP) is an automated property accounting and inventory management data system which facilitates movement of information, not property. It eliminates double handling of property by allowing for automated turn-in and receipt of wholesale property from the Distribution Depots.	Sandi Aldrich DLIS-TSR
DPAS	The Defense Property Accountability System is the Department of Defense mandated system for real and personal property accountability and accounting.	DES-Battle Creek
DNSP	The DAISY National Sales Program is an automated system for referral of sales items, catalog generation, bid evaluation, contract administration, proceeds tracking and sales closure. Management reports are generated to show progress of the sales program. Ad hoc queries may be run to gather information as needed. It is also the source for the Bidder Master File (BMF), which contains bidder-unique information relating to debarment, cleared bidders, bid bond information and debt information. It is also a subsystem for managing bidder/buyer	Roy Sprunger DRMS-BA

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

<u>System / Application:</u>	<u>Definition:</u>	<u>Data Owner:</u>
	records for all sales conducted by DRMS personnel.	
DSS	The Decision Support System (DSS) was designed to provide easy access to management data utilized within DRMS to monitor and evaluate disposal operations. The DSS contains the DD1143 "Summary Report of Excess/Surplus Material at Disposal Activities." The DSS data source is DAISY, which is DRMS' primary property accounting database. The DSS contains roll-up and summary information in the following areas: Usable Property, SHIPS, Aircraft, Scrap Operations, MLI/SLI Property (DEMIL), Hazardous Material, Hazardous Waste, Management Information Systems (MIS) Data elements. DSS is available for use by personnel at all levels of the DRMS organization to aid in their day-to-day responsibilities in collecting and reviewing management data. Summary information can be retrieved from the database as far back as FY 97.	Mike Dennis DLIS-TSR
EMACS	The Equipment Management Automatic Control System (EMACS) is a DLA system for Material Handling Equipment (MHE). Utilized as a management tool that records the utilization and maintenance cost for MHE.	DES Battle Creek
ERS	The Environmental Reporting System (ERS) is a data warehouse and report database for hazardous waste disposal information regarding waste disposal contracted through DRMS. Access is available through the DRMS web site.	James Chitty
ETID	Electronic Turn-In Document (ETID). World wide web based electronic method of preparing and reviewing DD Form 1348-1A. Designed to assist generators that manually create turn-in documentation by allowing generators to prepare and print turn-in documentation (DD Form 1348-1A and certifications) and labels electronically. ETID pre-populates a large portion of the required turn-in information automatically for NSN items, reducing the amount of time required to prepare a turn-in document. ETID turn-in information is electronically submitted to the DRMO enabling a DRMO to review property information before actual receipt. A DRMO may reject an ETID back to the generator to be revised or deleted, redirect the turn-in to another DRMO, or the ETID can be approved. Approved ETIDs are written to the Pre-Materiel Receipt (PMR) and the information is used to pre-populate DAISY thereby reducing the number of keystrokes required to receive property. Generators and DRMO employees must apply for access and obtain a login and password before using ETID.	Jay Plucinski DRMS-OPD
FLIS	The Federal Logistics Information System (formerly MDB or TIR) is a cataloging file for all NSNs in DOD, federal agencies and NATO.	
GENCOMM	The Generator Communication (GENCOMM) is an electronic information interchange used by DOD HW generators for electronically transmitting required documentation for the turn-in and disposal of HW to DRMOs. The GENCOMM system accommodates transmittal of the DD Form 1348-1A, Disposal Turn-in Document (DTID), the DRMS Form 1930, Hazardous Waste Profile Sheet (HWPS) to the DRMO DAISY and	Lainie Thrall DRMS-BCP

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

<u>System / Application:</u>	<u>Definition:</u>	<u>Data Owner:</u>
	provides subsequent Electronic Data Interchange (EDI) for a BOSS-generated delivery order, audit trail information, and payment between BOSS and the service contractor. The GENCOMM system requires less paper and fewer processing steps while providing data interface with other systems, resulting in quicker, better service to DOD generators.	
ICS	The Intransit Control System (ICS) is a DOD automated process that provides a central capability to monitor and/or investigate discrepancies in shipments to DRMOs. The maintenance of this data is principally through DAISY batch transaction processing. The system provides a capability for DRMS to furnish management information to Service/Agency Headquarters concerning the transfer of property to DRMOs. Transactions generated off-line are the principal source of data for the Intransit Control System.	Glenda Gibbs DRMS-BCD
MIDAS	The Management Information Distribution and Access System (MIDAS) was developed to provide a single access point to the complete DAISY inventory and to the key transactions providing an audit trail of the property/scrap movement. As a general "rule of thumb" the MIDAS database is current as of "close of business" the previous workday. The MIDAS data source is DAISY. The data flows from each DRMO Accountable Record in their evening batch, loading into MIDAS during typical non-production hours. The database starts with FY95 data or a transaction date of October 1, 1994. MIDAS web-based ad hoc query application called Discoverer Plus allows trained users to create custom property disposal reports. In addition to this capability, MIDAS also has various pre-formatted reports on the web broken out by business unit categories.	Mike Dennis DLIS-TSP
RDB	Retail Sales Database. When an accumulation is selected for transfer to the Retail Sales system, a special module of DAISY must be activated to transfer that accumulation to Record Status Code J. This process will build and copy a file to a floppy disk. The file disk is then copied to the Retail PC hard drive. From the retail sales program, the file on the hard drive is pulled in. This will create an Operations Control Number (OCN) for each unique DTID/NSN/RIC. At this time the individual price can be added, along with being able to generate OCN bar code labels and associated price tags. The RDB captures monies received, produces reports, and is uploaded to DAISY to update the accountable record. Currently, only overseas locations retail sales are being conducted.	Neil Watters DRMS-BBS
SALD	The Safety Alert Latent Defect (SALD) is a World Wide Web-based inquiry system used for defective and nonconforming-identified property associated with receipt processing. The SALD database contains defective items and information received from the Government Industry Data Exchange Program (GIDEP). The information in SALD is nonsensitive, and it is intended for the widest possible distribution (DRMS/DOD/DLA-wide) to ensure that SALD-coded items are received, handled, and disposed of properly.	Glenda Gibbs DRMS-BCD
SQC	Statistical Quality Control (SQC) is a program for evaluating the efficiency of management for DRMS and its field activities. DRMS goals	Kay Knotts

<u>System / Application:</u>	<u>Definition:</u>	<u>Data Owner:</u>
	are established through analysis of statistical quality control key indicators.	DRMS-J
Web DOCS	The Web Enabled Document Conversion System is a World Wide Web (WWW) based system designed to provide the audit trail of DD Form 1348-1a documents in a single search using a DTID, Requisition, SDR, or GSA control number. With the capability to scan supplemental documentation associated with the DTID. This system serves as the official records for turn-in documentation and is used to review and retrieve data and images, as needed. Standard DLA records retention rules applies. Edited 7 Oct 2008.	DRMS-J-322 William McCormick and Sarita Glass
SASP	The Small Arms Serialization Program (SASP) is an automated DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition. Serial number visibility is maintained for small arms for the entire time the weapons are on the accountable records of a DLA activity.	Glenda Gibbs DRMS-BCD

C1. GENERAL ADMINISTRATION

Enclosure 2 - Definitions (other than Systems and Applications)

Word/Phrase	Description
Accessorial Costs	Expenses of packing, handling, and crating; transportation; port loading and unloading, and positioning.
Accountability	The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control, while the person who has possession is responsible for custody, care and safekeeping. A signed receipt copy by DRMO of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability for FCA hazardous property is transferred to the DRMO.
Accountable Property	A term used to identify Government property that is recorded in a formal property management or accounting system, and is controlled by an identification system with supporting records-from acquisition to disposal. All minor and capital property with an acquisition cost equal to, or above, the micro purchase threshold (currently \$5,000). This also includes nonexpendable, classified, sensitive, or hazardous items, regardless of cost.
Accountable Property Officer (APO)	Responsible for the accuracy of the DAISY accountable record.
Accountable Supply Officer	Comparative terms: Army--Supply Support Accountable Officer; Navy--Accountable Officer; Air Force--Accountable Officer/Chief of Supply/Chief of Material Management; Marine Corps--Unit Supply Officer.
Accumulation Release Transaction (ART)	This transaction may be used to change the accumulation closing date that is established in the REFERRAL PROCESSES Screen.
Acquisition	The act of acquiring hardware, supplies or services through purchase, lease, or other means, including transfer or fabrication, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.
Acquisition Cost	Consists of the amount, net of both trade and cash discounts paid for the property, plus transportation costs and other ancillary costs.
Agency Address Code (AAC)	An activity address code used by Civil Agencies to requisition property.
Amalgam	Silver-mercury alloy used for dental purposes.
Ammunition	A device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in connection with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational purposes. (For Conventional Ammunition, see DOD 4160.28-M)
Ammunition, Explosives and Dangerous Articles (MPPEH)	Any substance that, by its composition and chemical characteristics (alone or when combined with other substances) is, or becomes, an explosive or propellant.

Word/Phrase	Description
Antiterrorism (AT)	Force protection (FP) defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.
Army Corps of Engineers, Civil Works Property	Property under the control of the Civil Works Program of the Chief of Engineers, Department of the Army
Area Utilization Officer (AUO)	GSA representative for transfer and donation screening.
Audit Trail	Property accounting records, which permit an item to be traced from receipt to disposal.
Automatic Release Date (ARD)	The date established by the Defense Reutilization and Marketing Service or the General Services Administration after which excess property reported to either of these agencies becomes available for donation, public sale, or other authorized disposal action in the absence of a transfer order, purchase order or requisition.
Automation Resources (AR)	(Formerly AE). Includes Automation Equipment and Commercial "off-the-shelf" software (COTS) or hardware and software. Currently known as IT.
Batchlot	A container (standard tri-wall, box pallet, etc.) of property assigned the same FSC. Batchlots may not have a combined acquisition value of more than \$800.
Batchlotting	The physical grouping of low dollar value property. The physical grouping will consolidate multiple DTIDS (whether NSN or LSN) under a single "cover" DTID. The objective of batchlotting is to reduce the time and costs related to receiving items individually or into prelots. The cover DTID will establish accountability in the system; therefore the individual line items will lose their identity. Batch-lotted items are processed as a single line item entry.
Blotter (DRMS Form 1578)	A Financial Record, DRMS Form 1578, commonly referred to as a blotter.
Canceled Pesticide Products	Pesticide products which EPA has canceled due to health and/or environmental concerns, or because the manufacturer chose not to support the products.
Cannibalize	To remove serviceable parts from one item of equipment in order to install them on another item of equipment. The removed item shall be replaced.
Capital Equipment	Personal property, which is not expendable, with an acquisition cost at or above the current depreciable dollar threshold, with a useful life of 2 years or more. Equipment acquired with Capital Investment funds will remain as Capital, regardless of cost.
Care and Handling	The term includes packing, storing, handling, and conserving excess, surplus, and foreign excess property, and, in the case of property which is dangerous to public health, safety, or the environment, destroying or rendering innocuous such property.
Chlorofluorocarbon	Means any substance listed as Class I group I or Class I group III in 40 CFR Part 82, Subpart A, Appendix A.
Civil Works Property	Property under control of the Civil Works Program of the Chief of Engineers, Department of the Army.

Word/Phrase	Description
Class I substance	Any substance designated as class I in 40 CFR part 82, Appendix A to subpart A, including chlorofluorocarbons, Halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the Agency at a later date (see Enclosure 2, this instruction).
Class II substance	Any substance designated as class II in 40 CFR part 82, appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the Agency at a later date (see enclosure 2.) 40 CFR Part 82, Subpart A, Appendix B
Classified Material	An item, which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.
Clean Air Act (CAA)	A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances and other air pollutants.
Clear Zone	An area on both sides of a perimeter barrier that provides an unobstructed view of the barrier and the ground adjacent to it.
Code of Federal Regulations	A publication, which contains the codified implementing regulations for compliance with Federal laws.
Combat Material	See Significant Military Equipment. Also see DOD 4160.21-M, Chapter 6, "Donations, Loans and Exchanges."
Commerce Control List Item (CCLI)	Formerly Strategic List Item (SLI) - This is a list of items subject to Security Trade Controls. It is controlled by the U.S. Department of Commerce for reasons to include national security, nuclear nonproliferation, crime control, technology transfer and scarcity of materials. These items are assigned DEMIL Code Q.
Commercial-Off-The-Shelf Software (COTS)	Software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. Included in COTS is the operating system software that runs on the Information Technology equipment, and other significant software purchased with a license that supports system or customer requirements.
Community Planning and Emergency Right-to-Know Act	The law that establishes a nationwide program of emergency planning involving extremely hazardous substances and hazardous chemicals and expands the spill reporting program established by the Comprehensive Environmental Response Compensation and Liability Act. Any facility handling extremely hazardous substances and hazardous chemicals above thresholds set by the EPA must comply with the notification provisions described in EPA regulations.
Compensatory Measure	An alternate physical security measure employed to provide a degree of security equivalent to that provided by a required physical security measure. See also Waiver and Exception.
Complaint	A written statement from the purchaser filed with the Armed Services Board of Contract Appeals (ASBCA) stating the reasons, which he believes entitled to relief from the SCO's decision. It need not be labeled as a complaint and may be submitted as part of or simultaneously with, the Notice of Appeal or in a letter or memorandum subsequent to the filing of the Notice of Appeal.
Component	An integral constituent of a complete (end) item. It may consist of a part, assembly or subassembly.

Word/Phrase	Description
Comprehensive Environmental Response Compensation and Liability Act	The law that regulates hazardous substances encountered at inactive or abandoned sites, or where release of a hazardous substance requires an environmental response action. This is sometimes referred to as "Super Fund."
Condemned Combat Material	Individual items of military equipment, cited on the U.S. Munitions List (22 CFR 121), utilized in a primary combat role, but no longer usable for its original intended purpose due to the deterioration of its physical condition by use, age or design. Similar items may still be in use in the active operational inventory, but specific items may be condemned due to circumstances such as damage or wear and tear.
Conforming Storage	A facility or location, which conforms to regulations of the EPA and other regulatory authorities governing the storage of hazardous waste.
Container	An article of transport equipment that meets the American National Standards Institute/International Organization for Standardization standards that is designed to be transported by various modes of transportation. Containers may be fully enclosed with one or more doors, open top, refrigerated, open rack, flat rack, or other designs. Types of approved containers include CONEX, Flatrack, Half-height, ISO, MILVAN, Open-top, Reefer, SEAVAN, and TRICON.
Contaminant	Any material compound or substance that is not an intended or original part of a pesticide's formulation when it is manufactured.
Continental United States	Continental United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico. (Comprises 48 states and the District of Columbia.)
Contractor Inventory	Any property acquired by and in the possession of a contractor or subcontractor (including Government-furnished property) under a contract, terms of which vest title in the U.S. Government and in excess of the amounts needed to complete full performance under the entire contract.
Controlled Area	A security area that contains information, matter, or materiel, which, although not vital to national security, requires special security measures to protect it from theft or damage because of its high value, vulnerability to pilferage or because of regulatory requirements.
Controlled Cryptographic Item (CCI)	A secure telecommunications or information handling equipment, or associated cryptographic component, containing a cryptologic algorithm. Such items are unclassified but governed by separate National Security Agency control requirements. They are conspicuously marked, " <i>CONTROLLED CRYPTOGRAPHIC ITEM</i> ," or where space is limited, " <i>CCI</i> ."
Controlled Inventory Items	Those items designated as having characteristics that may require them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safekeeping and integrity. Controlled inventory items are (in descending order of the degree of control normally exercised):
Controlled Inventory Items -	Classified Items. Require protection in the interest of national security.
Ex. 1	
Controlled Inventory Items	Sensitive Items. Require a high degree of protection and control due to statutory

Word/Phrase	Description
- Ex. 2	requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or a hazardous nature; and small arms, ammunition, explosives, and demolition material.
Controlled Inventory Items -	Pilferable Items. Have a ready resale value or application to personal possession and which are, therefore, especially subject to theft.
Ex. 3	
Controlled Substances	Any narcotic, depressant, stimulant, or hallucinogenic drug or any other drug or other substance or immediate precursor included in Schedules I, II, III, IV, or V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) except exempt chemical preparations and mixtures and excluded substances listed in 21 CFR 1308.
CORALS -Conversion of Referral and Local Sales	Procedures that deal with the "Conversion of Referral" which is the National Sales Referral Process. Before CORALS, DRMOs logged on the DNSP to enter National Sales referral information. Users now prepare their National Sales referral descriptions on their local DAISY HP.
Custody	Immediate charge and control for the protection and safekeeping of personal property located in the custodian's physical barriers.
Debarred Bidders List	A joint publication containing a consolidated list of names of individuals or firms to whom contracts may not be awarded and from whom bids or proposals may not be solicited.
Decision	The document furnished by the SCO that states the findings of fact and the conclusion of the SCO deciding the matter in dispute. This document will contain the appeal rights required by the Disputes Act.
Decontamination	The process of making any object safe for use or handling by unprotected personnel and harmless to all properties and surroundings by absorbing, destroying, neutralizing, or removing any chemical, biological, or radiological agent within the object or clinging to or around it.
Defective Property	An item, part or component, which does not meet military, Federal or commercial specifications as required by military procurement contracts because of unserviceability, finite life, or product quality deficiency and is determined to be unsafe for use. Defective property may be dangerous to public health or safety by virtue of latent defects which are identified by technical inspection methods; or condemned by maintenance or other authorized activities as a result of destructive and nondestructive test methods, such as magnetic particle, liquid penetrant, radiographic, or other such test or inspection methods which reveal defects or conditions not apparent through normal visual inspection methods.
Defense Logistics Agency Enterprise Systems (DES)	
Defense Program for Redistribution of Assets	A mechanized materiel redistribution system to provide a central system for screening and redistributing DOD assets among European/Pacific activities.
Defense Switched Network (DSN)	The principle long-haul, voice communications network within the defense communications system providing non-secure direct distance dialing service.

Word/Phrase	Description
Delivery Order	A BOSS generated delivery order for supplies or services approved and signed by an authorized contracting officer, authorizing the performance of contract services such as pickup at DRMOs of hazardous waste for disposal. The appropriate form is DD Form 1155, Order for Supplies or Services. Also used for Commercial Sale Venture to transfer title of the property from the Government to the Commercial Venture.
Delivery Order Line Request (DO)	A request for performance of hazardous waste disposal services (HXH) is transmitted <i>to the Hazardous Contracting Office. The Contracting Office (CO) will execute the delivery order in BOSS.</i> After signature by an authorized contracting officer, the delivery order is then sent to the contractor.
DEMIL / Demilitarization	The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material.
DEMIL Code Change	As a part of the challenge process, changes to the property accounting system whereby the records of all DRMOs are changed for the affected item or items <i>on the accountable records.</i> DRMOs are notified daily of these changes in their DAISY Access Report <i>Menu titled "DEMIL Code Change Notice".</i> A DEMIL Code Change Notice is produced whenever a change to the <i>DEMIL Code</i> is made. NOTE: <i>In-line changes (updates the NSN Characteristics File, the accountable records, and writes event history) will be automatically posted to all items on the DRMS inventory at the time the change notice is generated.</i>
DEMIL Code Unchanged	DEMIL Code Unchanged. <i>If a DEMIL code challenge is denied by the Coding Office, a DEMIL Challenge Denial Notice will generate in the DAISY Access reports only at the initiating DRMO.</i> If the IM subsequently denies the challenge, the Coding Office will initiate action to remove the challenged DEMIL code from the accounting system. If the DEMIL Code has been changed in the system for processing, the Coding Office will initiate a change to the system to revert the DEMIL Code to its original code.
Denied Areas	A term related to Trade Security Controls encompassing locales that may be designated by Deputy Under Secretary of Defense, Trade Security Policy; those countries which the U.S. Departments of State and Commerce have determined to be prohibited destinations for the purpose of sale or resale of Munitions List and Commerce Control List property.
Disposable Property	Personal property (usable and scrap) classified as excess, surplus, and foreign excess.
Disposal	The process of reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of personal property.
Disposal Authority Code	An alpha code entered in record position (rp) 64 of the Disposal Turn-In Document to indicate that the transfer of an item to a DRMO is authorized because of instructions of the Integrated Materiel Manager/Inventory Control Point relayed through the Materiel Returns Program or other proper authority.
Disposal Condition Code	A one-digit code assigned by the DRMO to describe the condition of the property.
Disposal Processing Restriction	Restricts challenged items that are pending resolution action by DRMS.
Disposal Turn-In	The DD Form 1348-1A or DD Form 1348-2, which is utilized for all property turn-ins, regardless whether the property is physically turned in to the DRMO, or

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Word/Phrase	Description
Document	whether the property is stored at the FCA.
DLA Central Registry	An automated repository of small arms serial number data down to the lowest accountable DLA field activity, maintained by the Defense Reutilization and Marketing Service (DRMS) at Battle Creek, MI.
Document Number	A 14-position alpha/numeric combination used to identify a document, consisting of Department of Defense address code, Julian date and serial number. Also referred to as DTID .
DODAAC	Department of Defense Activity Address Code - A 6-digit code to identify units or activities. First position designates the military service or other government agency.
DOD Central Registry	An automated repository of small arms serial number data down to Military Service and DLA level, maintained by the U.S. Army Materiel Command at Redstone Arsenal, AL. Serial number records are compiled and updated from data furnished by the DLA Central Registry and other DOD Component Registries.
DOD Excess	That quantity of an item that has completed screening within DOD and is not required for the needs and the discharge of the responsibilities of any DOD activity. (This screening may have been accomplished by DRMS, Special Defense Property Disposal Accounts and other designated DOD agencies. This property is subject to Federal civil agency screening by the GSA.)
Domestic Excess	Both the terms Military Service/Defense Agency Excess and DOD Excess relate to domestic excess; that is property located in the United States, American Samoa, Guam, Puerto Rico, the Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands. When all reutilization screening is completed on domestic excess property, it becomes surplus and eligible for donation and sale.
Donateable Property	Property under the control of a Military Service/Defense Agency (including surplus personal property in working capital funds established under 10 U.S.C. 2208 or in similar management-type funds) authorized for donation by statute.
Donee	A Service Educational Activity; a State, political subdivision, municipality, or tax-supported institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area one or more public purposes such as conservation, economic development, education, parks and recreation, public health, and public safety; an eligible nonprofit tax-exempt educational or public health institution or organization; a public body; a charitable institution; or any State or local government agency, and any nonprofit organization or institution, which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964, and the Community Services Block Grant Act.
DRMPAS - DRMS Property Accounting System	A set of mechanized systems which account for DOD excess surplus and personal property.
Drugs and Biologicals (FSC 6505)	This includes common use items such as hand soap, body lotion, saline solution, etc., as well as condemned drugs, medical grade chemicals and biologicals subject to Federal Food, Drug and Cosmetic Act, and as listed in the monograph section of the United States Pharmacopoeia or the National Formulary or covered by the United States Adopted Names. Excluded are medicated cosmetics and

Word/Phrase	Description
	toiletries, in-vitro diagnostic substances and reagents, surgical dressing materials, medical waste, infectious/contagious vaccines or radioactive items.
Educational Institution	An approved, accredited, or licensed public or nonprofit institution or facility, entity, or organization conducting educational programs, including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.
Electrolytic Recovery Unit	An item of equipment designed to recover silver, in the form of high purity, silver-bearing flake, from spent hypo solution by electrolysis.
Electronic Commerce	The integration of electronic data interchange, e-mail, electronic funds transfer, and internal automated processing, into a comprehensive system supporting all business functions.
Electronic Data Interchange	The computer-to-computer exchange of inter-organizational business documents using a public standard.
Electronic Turn-In Document (ETID)	Input to the ETID System will create an electronic turn-in from the generator. Will be printed and resembles the DD Form 1348-1A/2.
End of Screening Date (ESD)	The date when formal R/T/D screening ends.
End-Use Certificate	This document indicates the intended destination and disposition of sensitive, controlled items released from DOD control in accordance with the Export Administration Act. For transfers under the Foreign Assistance Act or Arms Export Control Act, see DOD 5105.38-M. As applied to sales of Munitions List Items/Commerce Control List Items by the Department of Defense the certificate is normally included in sale solicitations, and executed by bidders of such property and submitted with their bid. The certificate, when properly completed, becomes a part of the bid and ultimately part of the sale contract. Execution of the certificate may be a requirement in other instances when considered necessary by the Deputy Under Secretary of Defense (Logistics), DLA, or DRMS.
End Use Check	An inquiry made by the U.S. Diplomatic Mission or other U.S. Agency to verify that the final destination and ultimate use of DOD surplus personal property and DOD Foreign Excess Personal Property conforms to the destination and use stated in the End-Use Certificate and approved by the U.S. Government.
Exception	Permanent relief from specific standards imposed within this instruction, based upon an individual determination that unique circumstances at a given activity are such that conformance to established standards is impossible, highly impractical, unnecessary due to measures exceeding those prescribed, or otherwise not in the best interest of the U.S. Government.
Excess Personal Property	Any personal property under the control of any Federal agency, which is not required for its needs, and the discharge of its responsibilities, as determined by the head thereof.
Exchange	As it pertains to Chapter 6, DOD 4160.21-M, "Donations, Loans, and Exchanges," "Exchange" is the replacement of a historical artifact with another historical artifact by trade; or to exchange an item of historical property or goods

Word/Phrase	Description
	for services based on the fair market value of the artifact.
Exclusive Standoff Zone	A controlled area surrounding a facility into which only service and delivery vehicles operated by handicapped people are allowed. The perimeter of this area is defined by perimeter barriers and is set at a standoff distance sufficient to reduce the blast effects of a vehicle bomb detonation on the protected facility.
Expendable Items	Consists of supply items of stock that, after issue, are used up. Some examples are: petroleum, tires, belts, or replacement parts, such as those for motor vehicles or conveyor equipment which, when installed, becomes a component of another item of property, thus losing their identity. Also includes items, which are not used up which cost less than \$50.
Export	The transport of virgin, used, or recycled class I or class II substances or products manufactured or containing class I or class II substances from inside the United States or its territory to persons outside the United States or its territories, excluding United States military bases and ships for on-board use.
Exporter	The person who contracts to sell class I or class II substances or products manufactured with or containing class I or class II substances for export or transfer of such substances or products to his affiliate in another country.
Federal Civil Agency (FCA)	Any non-defense executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and The Architect of the Capitol and any activities under his direction. The term FCA, in this document, refers to the receiver of the disposal service.
Federal Condition Code	This is a two-digit code consisting of an alpha Supply Condition Code in the first digit, and a numeric or alpha Disposal Condition Code in the second digit. A combination of the Supply Condition Code and the Disposal Condition Code, which most accurately describes the materiel's physical condition, constitutes the Federal Condition Code for reutilization program screening and review purposes.
Federal Insecticide, Fungicide and Rodenticide Act	The law that regulates the manufacture and use of pesticides.
Final Governing Standards	Environmental protection standards for U.S. installations in foreign countries established by Executive Agents appointed in accordance with DOD Instruction 4715.5.
Financial Liability	The statutory obligation of an individual to reimburse the Government for lost, damaged, or destroyed Government property as a result of negligence or abuse. This liability applies to the government employee who the personal responsibility of the property within the custody and care of that individual not the hand receipt holder.
Financial Liability Investigation of Property Loss (FLIPL)	The FLIPL program is the process used to report DRMO property loss or damage. The purpose is to determine if there is evidence of fraud, theft, negligence, unauthorized use or willful misconduct, and recommend appropriate action(s).

Word/Phrase	Description
Findings of Fact	The portion of the Sales Contracting Officer's decision that states his determination of the facts in dispute. The document will contain the appeal rights required by the Disputes Acts.
Findings of Fact	Term generally used to describe aircraft and their components which, due to safety of flight considerations, are replaced or retired from further service after reaching an established maximum allowable operating time since new.
Finite Life	Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term does not include an antique firearm.
Flight Safety Critical Aircraft Part	Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.
Foam Insulation Product	When used to describe a product containing or consisting of plastic foam, means a product containing or consisting of the following types of foam: (a) Closed cell rigid polyurethane foam; (b) Closed cell rigid polystyrene boardstock foam; (c) Closed cell rigid phenolic foam; and, (d) Closed cell rigid polyethylene foam when such foam is suitable in shape, thickness and design to be used as a product that provides thermal insulation around pipes used in heating, plumbing, refrigeration, or industrial process systems.
Force Protection (FP)	Security program designed to protect military personnel, civilian employees, family members, facilities, and equipment, in all locations and situations, accomplished through planned and integrated application of combating terrorism physical security, operations security, personal protective services, and support by intelligence, counterintelligence, and other security programs.
Foreign Equity Property	Inventory Control Point (ICP) controlled assets owned by an allied foreign country under the terms of a cooperative logistics supply support agreement.
Foreign Excess Personal Property	Excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.
Foreign Military Sales	A process through which eligible foreign governments and international organizations may purchase defense articles and services from the U.S. Government. A government-to-government agreement, documented in accordance with DOD 5105.38-M.
Foreign Purchased Property	Property paid for by foreign countries, but where ownership is retained by the United States.
Friable Asbestos Material (as defined in 40 CFR 61.141)	Any material containing more than 1 percent asbestos as determined by using the method specified in appendix A, subpart F, 40 CFR 763 section 1, "Polarized Light Microscopy (PLM)," that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. If the asbestos content is less than 10 percent as determined by a method other than point counting by PLM, verify the asbestos content by point counting using PLM.

Word/Phrase	Description
Friendly Foreign Government	For purposes of Trade Security Controls, governments of countries other than those designated as denied areas.
Generating Activity (“Generator”)	The activity that produces the excess, surplus, foreign excess or other property; usually the entity formerly in physical possession and/or control of the property.
Government Furnished Material	Material that the U.S. Government provides to contractors for use on U.S. Government contracts.
Government Personal Property	Property other than real property (buildings/lands) and records (files/documents) of the Federal Government.
Government Personnel	In accordance with the Office of Management and Budget (OMB) Circular No. 1-76, Revised, dated May 29, 2003, a term defining civilian employees, foreign national employees, temporary employees, term employees, non-appropriated fund employees, and uniformed services personnel employed by an agency to perform activities.
Government-wide Purchase Card (GPC)	Government-wide Purchase cards are the primary method for purchasing supplies, equipment, furniture and other items needed at the DRMO and at HQ DRMS. These cards are issued through US Bank. See DLAD 5025.30 (DLA Government Purchase Card Program in the One Book). Replaces IMPAC card.
Gross Negligence	An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered. The act is characterized by a reckless, deliberate, or want on disregard of foreseeable consequences.
Hazardous Property	In more technical terms, includes property having one or more of the following characteristics: Has a flashpoint below 200° F (93° C) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control.
Hand Receipt	A property accountability document, listing items of assigned accountable property, signed by the property custodian or hand receipt holder. It certifies to the existence and condition of the property. The signed hand receipt is part of the accountable property record.
Hand Receipt Holder (HRH)	An individual appointed by the PBO under the authority of the installation Commander or Administrator, who accepts custodial responsibility for property by signing the hand receipt. The HRH is directly responsible for the physical custody of accountable property under his/her control.
Hazardous Containers	A container or inner liner removed from a container that has held any hazardous material/hazardous waste, except a material that is a compressed gas or that is identified in 40 CFR 261.33(e) and/or 40 CFR 261.31 and 261.32 as an acute hazardous waste, is empty if:
Hazardous Material (HM)	In the United States, the definition of HM is the Department of Transportation definition, which is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101. Overseas, HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document, and/or host nation laws and regulations.
Hazardous Property (HP)	A composite term used for the purposes of this Manual to describe DOD excess,

Word/Phrase	Description
	surplus, and foreign excess personal property, which may be hazardous to human health, human safety or the environment. Various federal, state and/or local safety and environmental laws regulate the use and disposal of hazardous property.
Hazardous Substance	A substance as defined by section 101(14) of the Comprehensive Environmental Response Compensation and Liability Act. This definition is in 40 CFR 300.5. A list of hazardous substances and reportable quantities, which must be reported to the National Response Center if released, is in 40 CFR 302.4. Reportable quantities are also listed in Appendix A to 49 CFR 172.101.
Hazardous Waste (HW)	Any property that is regulated under the RCRA or state regulation as a hazardous waste. From a practical standpoint, if an EPA/State waste code (40 CFR, Subpart C and Subpart D) can be assigned, then the item is defined as a hazardous waste. Before an item can be classed as a hazardous waste, it must first be a solid waste. A solid waste is defined at 40 CFR Part 261.2 as essentially any discarded material, in any physical state (solid, liquid, gas or combinations).
Hazardous Waste (HW)	An item that is regulated under Resource Conservation and Recovery Act or by state regulation as an HW. 40 CFR Subpart C and Subpart D of Part 261 regulate HW. From a practical standpoint, if an EPA or state Hazardous Waste code can be assigned, the item is a HW. Overseas, HW is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document, and/or host nation laws and regulations.
Historical Artifact	Items are considered to be historical artifacts (includes books, manuscripts, works of art, drawings, plans, and models), if they are identified by the museum director or curator as significant to the history of that department, acquired from approved sources, and suitable for display in a military museum. Generally, such determinations are based on the item's association with an important person, event, or place; because of traditional association with an important person, event, or place; because of traditional association with a military organization; or because it is a representative example of military equipment, or because it represents a significant technological contribution to military science or equipment.
Host Security	Host installation agency having primary responsibility for physical security and law enforcement on the installation.
Hydrochlorofluorocarbons	Means any substance listed as Class II in 40 CFR Part 82, Subpart A, Appendix B.
Hypo Solution	Acid fixing solution that has been used in photographic developing process to stabilize the exposed image and wash away unexposed silver particles, and which through such use becomes a relatively rich source of silver.
Icon	A pictorial image or symbol.
Industrial Scrap	Consists of short ends, machining, spoiled materials, and similar residue generated by an industrial funded activity.
Infectious Medical Waste	A solid waste produced by medical, dental, and veterinary treatment facilities which is specially managed because it has the potential for causing disease in man and may pose a risk to both individuals or community health if not managed properly, and includes the following classes: microbiology waste, pathology waste, human blood and blood products, infectious body fluids, sharps and needles, and infectious waste from isolation rooms which has been contaminated

Word/Phrase	Description
	with infectious agents or pathogens.
Information Systems Security Equipment	Equipment approved by the National Security Agency, for protecting National Defense Information. It includes both classified and unclassified communications security equipment, including controlled cryptographic items, and computer security equipment; both of which perform a cryptographic function, and are subject to National Security Agency doctrine, policy, safeguards, and configuration control.
Information Technology	Equipment is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. This includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.
In-Line Change	An automated intra-computer transaction triggered by predetermined/programmed conditions.
Inner Liner	Any continuous layer of material (i.e., plastic) placed inside a container, which protects the construction materials of the container from its contents.
IP Address	Internet Protocol Address - individual computer's identifying number for internet/web connections. Every computer connected to the Internet is assigned a unique number known as an Internet Protocol (IP) address. Since these numbers are usually assigned in country-based blocks, an IP address can often be used to identify the country from which a computer is connecting to the Internet.
Installation	A military facility together with its buildings, building equipment, and subsidiary facilities such as piers, spurs, access roads, and beacons.
Integrity and Reliability Check	A check made by a U.S. diplomatic mission to establish or confirm the integrity of an individual or organization as a prospective purchaser of Foreign Excess Personal Property.
Internal Control	The plan of an organization and all its methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.
International Organizations	For Trade Security Control purposes, this term includes the following: Colombo Plan Council for Technical Cooperation in South and Southeast Asia; European Atomic Energy Community; Industrial Basin Development; International Atomic Energy; International Red Cross; NATO; Organization of American States; Pan American Health Organization; United Nations (UN); UN Children's Fund; UN Development Program; UN Educational, Scientific, and Cultural Organization; UN High Commissioner for Refugees Programs; UN Relief and Works Agency for Palestine Refugees in the Near East; World Health Organization; and other international organizations approved by a U.S. diplomatic mission.
Interstate Commerce	The distribution or transportation of any product between one state, territory, possession or the District of Columbia, or the sale, use or manufacture of any product in more than one state, territory, possession or District of Columbia. The entry points from which a product is introduced into interstate commerce are the release of a product from the facility where manufactured, warehoused or sold or distributed.

Word/Phrase	Description
Interrogation	A communication between two or more Inventory Control Points, other DOD activities, and U.S. Government agencies to determine the current availability of an item or suitable substitute for a needed item before procurement or repair.
Interservice Support	Action by one Military Service or Defense Agency Inventory Control Point (ICP) to provide materiel and directly related services to another Military Service or Defense Agency ICP (either on a recurring or nonrecurring basis).
Inventory Adjustments	Changes made to the official accountability record when physical counts and official records do not agree. Requires recounts and validations. All such changes require specific approval and documentation to support the adjustment, normally to include results of reconciliation efforts to determine and resolve the causes(s) of such disagreement.
Inventory Control Point (ICP)	An organizational unit or activity within a DOD supply system, which is assigned the primary responsibility for the material management of a group of items.
Inventory Control Point	An organizational unit or activity within a DOD supply system which is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Department of Defense as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction.
Inventory Value	The dollar value at which material is carried on inventory records for monetary accounting purposes. It is established on the basis of standard prices, or actual or estimated acquisition cost of items when standard prices are not used. This is applicable to all property regardless of condition, except for unidentifiable scrap and privately-owned abandoned personal property.
Investigation	A means of determining the facts related to lost, damaged, or destroyed Government property or materiel; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; or determining the responsibility for loss, damage, or destruction of Government property and materiel.
Item Manager (IM)	An individual assigned to manage a group of items within the DOD supply system.
Key Custodian	The person designated to manage a key repository within the Key and Lock Control Program.
Liability	For the purposes of property accountability, the state of being responsible or answerable for the loss, gain, damage, or destruction of Government property.
Lien holder	A financial institution (e.g., bank, credit union, etc.) that may become the owner of the property, if there is a lien against it. Several factors may influence who is awarded custody of the property. The owner may have incorporated insurance into a loan and named a benefactor. A co-owner may be involved or the heirs, next of kin, or legal representative of the owner may still retain rights unless payments stop and the lien holder calls for final payments. (Legal assistance shall be solicited to resolve such issues.)
Line Item	A single line entry on a reporting form (DD Form 1348-1A or DD Form 1348-2) or ETID, which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Word/Phrase	Description
Line Item Value	(For reporting and other accounting and approval purposes). Quantity of a line item multiplied by the standard price.
Local Screening	The onsite review for reutilization, transfer, and donation of excess, surplus, and foreign excess personal property.
Lost, Abandoned or Unclaimed Private Property	Privately-owned personal property which has come into the possession, custody, or control of any agency or activity of the Department of Defense through loss or abandonment, and which is unclaimed by the owner.
Manifest	The document used to track shipments from point of origin to final destination. In shipments of hazardous waste, it is the shipping document originated and signed by the generator, which contains the information required by 40 CFR 262.20 (such as, track hazardous waste from generation to ultimate disposal).
Marketing	The function of directing the flow of surplus and foreign excess personal property to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling.
Materiel Potentially Presenting an Explosive Hazard (MPPEH)	Material potentially containing explosives or munitions (e.g., munitions containers and packaging material; munitions debris remaining after munitions use, demilitarization, or disposal; and range-related debris); or material potentially containing a high enough concentration of explosives such that the material presents an explosive hazard (e.g., equipment, drainage systems, holding tanks, piping, or ventilation ducts, that were associated with munitions production, demilitarization or disposal operations). Excluded from MPPEH are munitions within DOD's established munitions management system and other hazardous items that may present explosion hazards (e.g., gasoline cans, compressed gas cylinders) that are not munitions and are not intended for use as munitions.
Merchandising	The employment of the best means of item identification, segregation, lotting, description, display, planning and promotion, advertising and publicity, to sell surplus or foreign excess personal property.
Metalworking Machinery	A category of plant equipment consisting of power-driven nonportable machines in Federal Supply Class 3411 through 3419 and 3441 through 3449, which are used or capable of use in the manufacture of supplies or equipment, or in the performance of services, or for any administrative or general plant purpose.
Military Assistance Program (MAP)	A federal program providing assistance to other governments to equip their armed forces.
Military Assistance Program (MAP) Property	U.S. security assistance property provided under the Foreign Assistance Act, generally on a nonreimbursable basis.
Military Service/Defense Agency Excess	That quantity of an item of Military Service/Defense Agency owned property that is not required for its needs and the discharge of its responsibilities as determined by the head of the Service/Agency (this property shall be screened by a DOD activity for DOD reutilization).
Military Van (MILVAN)	Military-owned demountable container, conforming to United States and International standards; operated from a centrally controlled fleet for movement of military cargo.
MILSTRIP	Military Standard Requisitioning and Issue Procedure - A uniform procedure established by the DOD for use within the DOD to govern requisition and issue of

Word/Phrase	Description
	material within standardized priorities.
Minor Property	Personal property, which is not expendable, with an acquisition cost between \$5,000 and the current depreciable dollar threshold with a useful life of 1 year or more.
MIPR	Military Interdepartmental Purchase Request.
Mishap	An unplanned event or series of events that result in injury or illness to personnel or damage to property. An accident.
Modification (Mod)	Modification(s) to a contract or delivery order must be issued by a contracting officer, citing the specific changes to a contract or delivery order. Modifications may be changes to quantities of items, unit prices or other terms and conditions of the contract or delivery order. The appropriate form for modification is Amendment of Solicitation/Modification of Contract, Standard Form 30 (SF30). In BOSS the modification screen is the Hazardous-Change Modification Order (HXD).
Munitions List Item (MLI)	Items on the Export Control List in the International Traffic in Arms Regulation (ITAR, 22 CFR 120-130) published by the U.S. Department of State.
Museum, DOD or Service	An appropriated fund entity that is a permanent activity possessing a historical collection, open to both the military and civilian public at regularly scheduled hours, and is in the care of a professional qualified staff that performs curatorial and related historical duties full time.
Mutilation	The act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.
Narcotics	(See Controlled Substances.)
National Item Identification Number	The nine-digit number assigned to an individual item of supply, which differentiates it from all other items of supply. It consists of the two-digit National Codification Bureau Code combined with seven other digits.
National Stock Number (NSN)	The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each NSN is assigned to identify an item of supply within the materiel management functions. The term NATO Stock Number is also abbreviated NSN and is used as a synonym to National Stock Number in logistics matters involving NATO Headquarters or the individual NATO or friendly countries.
Negligence	The failure to act as a reasonable prudent person would have acted under similar circumstances. An act or omission that a reasonable prudent person would not have committed or omitted under similar circumstances and which is the proximate cause of the loss or, damage to, or destruction of Government property. Failure to comply with existing laws, regulations, or procedures may be considered as evidence of negligence.
Nomenclature	The basic noun designation, by which an item is commonly known, followed by a complete description for positive identification.
Nonappropriated Funds	Funds generated by DOD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building, welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and

Word/Phrase	Description
	their dependents.
Nonappropriated Fund Property	Property purchased with nonappropriated funds, by religious or morale welfare or recreational activities, post exchanges, ships stores, officer and noncommissioned officer clubs, and similar nonappropriated fund activities.
Nonexpendable Items	Consists of personal property, such as equipment, tools, and/or fixtures, which are not used up and keep their identity throughout their service life.
Non-friable Asbestos-Containing Material (as defined in 40 CFR 61.141)	Any material containing more than 1 percent asbestos as determined using the method specified in appendix A, Subpart F, 40 CFR 763, section 1, PLM, that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
Noninfectious Medical Waste	A solid waste created in medical, dental, and veterinary treatment facilities that does not require special management because it has been determined to be incapable of causing disease in man or which has been managed and treated to render it noninfectious.
Nonprofit Institution	An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.
Nonsalable Material	Material, which has no reutilization, transfer, donation, or sale value as determined by the DRMO, but is not otherwise restricted from disposal by U.S. law or Federal or military regulations.
Notice of Appeal	A written communication from the purchaser indicating that he appeals the decision.
Nuclear Ordnance Items	Those items defined in Technical Manual, Glossary of Nuclear Weapons Materiel and Related Terms, DoE-DNA TP 4-1, Army TM 39-4-1, Navy SWOP 4-1, Air Force T.O. 11N-4.1.
Obsolete Combat Material	Military equipment utilized in a primarily combat role that has been phased out of operational use; if replaced, the replacement items are of a more current design or capability.
Official Visitor	Any DLA/DRMS command or staff member, Federal investigator, or DOD inspector on official business at the DRMS field activity.
Overseas Environmental Baseline Guidance Document	A DOD document promulgated in accordance with DOD Instruction 4715.5, which provides specific environmental criteria to be used by Executive Agents for establishing Final Governing Standards for U.S. installations overseas.
Ozone Depleting Substances	Substances regulated under Title VI of the Clean Air Act of 1990. They are divided into Class I and Class II substances. Each class has different regulatory requirements. Congress mandated the list but EPA can add to the list. The group designations were assigned under the Montreal Protocol. A Class I substance is any substance designated as Class I in 40 CFR Part 82, Appendix A to subpart A, including chlorofluorocarbons, halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the EPA at a later date. A Class II substance is any substances designated as Class II in 40 CFR Part 82, Appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the EPA at a later date.

Word/Phrase	Description
Parts Per Million	Unit of concentration by volume of a specific substance.
Personal Digital Assistant (PDA)	Hand held devices that provide ready access to calendars, e-mail, electronic notepads, and other automation software to assist the user in time management. These items are commonly called Palm Pilots, or Palmtops.
Personal Property	Any property, except real property, of the Federal Government.
Personal Responsibility	The obligation of each DRMO employee to properly care for, handle, use and protect Government property issued to or assigned for the employee's use at or away from the office or station.
Pesticide	Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pest, and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, including fungicides, herbicides, insecticides, and rodenticides. Although registered as pesticides, disinfectant products, such as surface disinfectants (e.g., "Lysol" and similar products) are not included in this chapter.
Physical Barrier	Natural or man-made obstruction to deter accidental or deliberate intrusion.
Physical Inventories	Verification of property held in accountable records through physical counts and reconciliation of the physical item count to the accountable records.
Physical Security	That portion of security concerned with the employment of physical measures such as barriers, protective lighting, and vehicle and personnel control measures. It also includes other functions such as loss prevention, security awareness training, and operational procedures designed to limit vulnerabilities.
Pilferable Item	Property in DRMS field activity custody, which by virtue of its condition, intrinsic value, ready illicit market or resale potential, or widespread non-DOD usage, is highly desirable and therefore a primary target for theft. Assets that are frequently, or easily, stolen.
Polychlorinated Biphenyls	A member of a class of chlorinated aromatic compounds, which have been determined to be hazardous to health and the environment and are regulated under the Toxic Substances Control Act by 40 CFR 761.
Precious Metals	Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).
Precious Metals Master File	DRMS property accounting systems file containing National Item Identification Numbers (NIINs) known to have precious metal content.
Precious Metals Recovery Program	A DOD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal-bearing materials.
Prepositioned Receipt (PPR)	A turn-in reported through the Intransit Control System.
Printing Equipment	Items set forth in "The Government Printing and Binding Regulations" published by the Joint Committee on Printing, Congress of the United States.

Word/Phrase	Description
Privacy Act Material	Any document or other information about an individual maintained by the agency, whether collected or grouped, including but not limited to, information regarding education, financial transactions, medical history, criminal or employment history, or other personal information containing the name or other personal identification number, symbol, etc., assigned to such individual.
Privately-Owned Personal Property	Personal effects of DOD personnel (military or civilian) that are not, nor will ever become, Government property unless the owner (or heirs, next of kin, or legal representative of the owner) executes a written and signed release document unconditionally giving the U.S. Government all right, title and interest in the privately-owned property.
Property Disposal Officer	Usually the DRMO Chief, the individual in the DRMO who is charged with responsibility for disposable property and who controls its receipt, care, handling, and disposition (see also Special Accounts)
Promotional Printed Material	Any informational or advertising material (including, but not limited to, written advertisements, brochures, circulars, desk references and fact sheets) that is prepared by the manufacturer for display or promotion concerning a product or container, and that does not accompany the product to the consumer.
Property Account of Corporate DRMS Equipment	The account maintained by the PBO, which records public personal property either as individual items or summaries of items and not reflected by a dollar inventory account in the records of the Accounting and Finance Office.
Property Book of DRMO Equipment	The entire collection of all of the activities hand receipt listings combined.
Provider	An agency, private sector, or public reimbursable source that is performing, or will perform, a commercial activity; sometimes referred to as a "service provider" in accordance with the Office of Management and Budget (OMB) Circular No. 1-76, Revised, dated May 29, 2003.
Public Agency	Any State, political subdivision thereof, including any unit of local Government or economic development district; or any department, agency, instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions, multi jurisdictional substate districts established by or under State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation. (Refers to donations made through State Agencies; see DoD 4160.21-M, Chapter 6, Donations, Loans, or Exchanges.)
Public Body	Any State, territory, or possession of the United States, any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, and any agency or instrumentality of any of the foregoing, any Indian tribe, or any agency of the Federal Government. (Refers to donations instead of destruction or ultimate disposal; see DoD 4160.21-M, Chapter 6, "Donations, Loans, or Exchanges," Chapter 8, "Abandonment or Destruction," and Chapter 9, "Disposal of Foreign Excess Personal Property").
Public Health Institution	An approved, accredited, or licensed public or nonprofit institution, facility, entity or organization conducting a public health program or programs such as a hospital, clinic health center, or medical institution, including research for any such program, the services of which are available to the public at large.

Word/Phrase	Description
Qualified Recycling Program	An organized operation requiring concerted efforts to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of recyclable materials in order to maintain or enhance its marketability.
Radioactive Material	Any material or combination of materials, which spontaneously emits ionizing radiation.
Range Residue	Material including, but not limited to, practice bombs, expended artillery, small arms and mortar projectiles, aircraft bombs and missiles, rockets and rocket motors, hard targets, grenades, incendiary devices, experimental items, demolition devices, and other material fired on, or upon a military range.
Real Property	Lands, buildings, structures, utilities systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).
Received In-Place	The term used to describe the status of property when signed for by DRMS and placed on the DRMS accountable record to expedite the disposal process and avoid unnecessary handling, but held by the Generator who is responsible for the custody, care, and safekeeping of property.
Reclamation	The process of reclaiming required serviceable and economically repairable components and material from excess or surplus property as authorized. This does not include inspection, classification, disassembly, and cleaning. As a result of reclamation, serviceable and economically repairable items shall be returned to the proper supply activity and the residue shall be processed as disposable property.
Reclamation Program Control Officer	A representative designated by and responsible for an Inventory Control Point (ICP)/Integrated Materiel Manager (IMM) Commander to promote, guide, and coordinate all phases of reclamation for the command.
Regulated Medical Waste	State regulated medical waste, including hospital-generated infectious waste, which is generated in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.
Related Personal Property	Any personal property.
Repair Part	Any part, assembly, or component needed to repair or maintain an end item.
Residue	RESIDUE - Residual matter from intentional destruction processes such as demilitarization or mutilation, or container residues, spill residues or waste residues, materials resulting from unintentional destruction, accidents, crashes and wrecks. Can be the remainder of a system or item after parts and/or components have been removed. Should be identified as so many pounds of scrap or identified by stock numbers. Keep the use of this term to a minimum.
Reserved Materials	Uranium, thorium, and all other materials determined under the Atomic Energy Act of 1954, (68 Stat. 919), to be peculiarly essential to the production of fissionable material.

Word/Phrase	Description
RESI B	A code used to indicate that property has been at the DRMO for at least 6 months (180 days) . Edited 18 Feb 2008.
Resource Conservation and Recovery Act (RCRA)	The law that provides for solid waste management of both household and municipal type wastes. Establishes a system for controlling Hazardous Waste from the time it is generated until its ultimate disposal (cradle to grave), as implemented in 40 CFR 260-282.
Responsibility for Property	The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.
Responsible Property Officer	An individual assigned the care and custody of the physical property. Cannot be the APO.
Restricted Area	A security area under DOD control into which persons may not enter without specific authorization. The area contains information, matter or materiel vital to national defense requiring special security measures to protect the resources contained therein from sabotage, espionage, or theft.
Restricted Use Pesticide	A product that may only be applied by a certified applicator or a person under their direct supervision.
Retrograde	Return of property to a CONUS site.
Reutilization Screening	The act of reviewing, either by automated or physical means, available excess, surplus, or foreign excess personal property, to meet known or anticipated requirements.
Routing Identifier Code (RIC)	Formerly a three-position code, now a four-position code that identifies a location.
Rules	The rules of the Armed Services Board of Contract Appeals.
Sales Accumulation Number	An eight-position number that has two functions: 1) to establish an accumulation at the DRMO or 2) to refer property to the National Sales Office.
Sales Contract	An agreement between two parties, binding upon both parties, to transfer title of specified property for a consideration.
Sales Contracting Officer	An individual who has been duly appointed and granted the authority conferred by law and this instruction to sell surplus and foreign excess personal property by any of the authorized and prescribed methods of sale.
Sales Referral Number	An eight-position number that has one function - to refer property to the National Sales Office.
Salvage	Personal property which has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect of use as a unit for the purpose for which it was originally intended, and its repair or rehabilitation for use as a unit is impracticable.
Save List	A document prepared by an inventory manager, which identifies end items or assemblies that are returnable to inventory from reclamation activity. The quantity of parts or components that are needed and the related technical item data,

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Word/Phrase	Description
	control numbers, and the condition inspection criteria are contained in the save list.
Scrap / Scrap Property	Materiel that has no value, except for its basic material content.
Screening	The review of excess personal property by military, Federal and non-federal agencies.
Sensitive Item	Property requiring a high degree of protection and control due to statutory or regulatory requirements, such as drug abuse items; stock numbered precious metals, hazardous property; items which are of high value and small arms parts.
Service Educational Activity	Any educational activity, which meets specified criteria and is formally designated by the Department of Defense as being of special interest to the armed services. Includes educational activities such as Maritime Academies or Military, Naval, Air Force preparatory schools, junior colleges, and institutes; senior high school-hosted Junior Reserve Officer Training Corps and; nationally organized youth groups. The primary purpose of such entities is to offer courses of instruction devoted to the military arts and sciences.
Sharps	Used and unused hypodermic needles, used and unused suture needles, used and unused syringes (with or without attached needles), used and unused scalpel blades, used Pasteur pipettes, used blood vials, used needles with attached tubing (e.g., intravenous kits), used culture dishes, broken and unbroken glassware that were in contact with infectious agents, such as used slides and cover slips, and any kit or item containing any of the above.
Shelf-Life Item	An item of supply possessing deteriorating or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.
Significant Military Equipment	Those articles for which special export controls are warranted because of their capacity for substantial military utility or capability. See also DOD 4160.28-M.
Small Arms	For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under -barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.
Solid Waste	Includes garbage, refuse, and other discarded materials, including solid waste materials resulting from industrial, commercial, and agricultural operations, and from community activities. Mining and agricultural solid wastes, hazardous wastes, sludges, construction and demolition wastes, and infectious wastes are not included in this category.
Source Document	Authorized property accounting record which must be filed for future inspection and audit to support property receipt and disposition. A source document can be electronic.
Special Accounts Property	An individual within the Military Service who is charged with responsibility for

Word/Phrase	Description
Disposal Officer	property on a Special Defense Property Disposal Account.
Special Defense Property Disposal Account	An authorized Military Service disposal account established to do limited disposal functions on specific types of property; such as Arms, Explosives, Dangerous Articles, small arms, aircraft, ships, aircraft engines, and major ordnance items.
Standard Price	The price customers are charged for a DOD managed item (excluding subsistence), which remains constant throughout a fiscal year. The standard price is based on various factors, which include the latest acquisition price of the item, plus surcharges or cost recover elements for transportation, inventory loss, obsolescence, maintenance, depreciation, and supply operations.
Standoff Distance	A distance maintained between a facility and the potential location for explosives detonation to reduce the explosives' blast effects on the facility. Standoff distances vary with building component construction. See also the definition for "Unobstructed Space".
State Agency	The agency in each State or territory designated under State law as responsible for the fair and equitable distribution within the State of all donations of surplus property to public agencies to be used for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, public safety, and programs for older individuals, and to eligible nonprofit tax-exempt activities for education and public health purposes, including research for any such purposes, and for use in programs for older individuals.
State or Local Government	A State, territory, or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof.
State Regulated Wastes	If a waste is neither listed, nor exhibits a characteristic (40 CFR 261), an individual state may still regulate it as a hazardous waste. The EPA has provided for states that have a program equivalent to Federal RCRA standards to receive RCRA Authorization. This authorization allows the State to manage the hazardous waste program.
Subdivide	A process of separating property received on one DTID so that appropriate disposal actions may be completed.
Substantial Benefits	Non-monetary benefits that are in the overall interests of the United States. The benefits must be tangible and appreciable in relation to the value of foreign excess personal property being transferred. For Arms Export Control Act Transfers, benefits must be paid in U.S. dollars.
Sulfiding	A chemical change that takes place in hypo solution if the current setting of the recovery unit is too high or if current is allowed to continue to flow through the solution after all silver is removed. Sulfiding can be detected by the formation of a whitish-yellow substance on either the disk or on the bottom of the tank and the emitting of a strong odor resembling the smell of rotten eggs.
Supplemental Printed Material	Any informational material (including, but not limited to, package inserts, fact sheets, invoices, material safety data sheets (MSDS), procurement and specification sheets, or other material), which accompanies a product or container to the consumer at the time of purchase.
Supply Condition Code	Assigned by the generating activity to describe the condition of the property.
Surplus Personal Property	Personal property located in the United States, American Samoa, Guam, Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin

Word/Phrase	Description
	Islands, which is not needed for the discharge of responsibilities of any Federal agency, as determined by the Administrator of General Services.
Suspended Pesticide	A pesticide product that EPA has suspended pending cancellation hearings or indefinitely. Such a pesticide is usually barred from sale, distribution and use.
Toxic Substances Control Act (TSCA)	The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary. Polychlorinated Biphenyls (PCBs) are regulated by USEPA under TSCA and 40 CFR 761.
Toxic Substances Control Act	The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary.
Trade Security Controls	Policy and procedures designed to prevent the sale or shipment of U.S. Government materiel to any person, organization, or country whose interests are unfriendly or hostile to those of the United States. These controls are also applicable to other selected entities as may be designated by the Deputy Under Secretary of Defense (Trade Security Control.)
Transfer Order	Document (SF 122/SF 123) issued by DRMS or the headquarters or regional office of GSA directing issue of excess personal property.
Transform	To use and entirely consume a class I or class II substance, except for trace quantities, by changing it into one or more substances not subject to this subpart in the manufacturing process of a product or chemical.
Triple Rinsing	The act of rinsing a container three times with a solvent capable of removing the hazardous residue from the container. A volume of solvent equal to at least 10 percent of the container capacity should be used for each rinse. The solvent used for rinsing must be managed as a hazardous waste.
Type Transaction Code (TTC)	Identifies the type of transaction generated by the system or by the operator. It is used to identify a point of count for production management and for information reporting.
Uniform Hazardous Waste Manifest	A special shipping document, required by EPA (40 CFR) and DOT (49 CFR), to maintain a controlled tracking system for the movement of hazardous waste from the point of generation (the cradle) to the point of the ultimate treatment, storage or disposal facility (the grave).
Uniform Material Movement Issue Priority System	System to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of need, and to establish maximum uniform requisition and material movement standard.
Unobstructed Space	Space within 10 meters (33 feet) of an inhabited building that does not allow for concealment from observation of explosive devices 150mm (6 inches) or greater in height.
Usable Property	Property determined to have value (normally by type of property and classification/condition) for donation, redistribution or sale. Commercial and military type property other than scrap and waste.
Unsalable Material	Material for which sale or other disposal is prohibited by U.S. law or Federal or

Word/Phrase	Description
	military regulations.
Urgent Requirement	A requirement to fill needs of Uniform Material Movement Issue Priority System priorities 04-08.
URL - uniform resource locator	The World Wide Web address of a site on the Internet. The URL for DRMS, for example, is http://www.drms.dla.mil . Also referred to as a "Domain name."
Veterans' Organization	An organization composed of honorably discharged soldiers, sailors, airmen, and marines, which is established as a veterans' organization and recognized as such by the Veterans Administration.
Vintage Aircraft	Decommissioned or retired aircraft that a military department considers to be of primary interest to collectors.
Visitor	Any individual, military or civilian, not assigned to or employed within an installation, activity, or area to which access is requested.
Vulnerability Assessment	An analysis of the compound probability of being hit by a terrorist attack and whether or not assigned responsibilities can be fulfilled as required if attacked. (One step in the preparation of an activity Terrorist Threat Estimate.)
Waiver	Temporary relief from specific standards imposed by this instruction pending accomplishment of actions or programs that will conform to established standards.
Warning Label	The warning statement required by section 611 of the Act. The term warning statement shall be synonymous with warning label for purposes of this subpart.
Wash Post	A methodology for transfer of accountability to the DRMO whereby the DRMO only accepts accountability at the time they also document a release from the account, through reutilization, transfer, donation, sales, or ultimate disposal.
Wholesale Stock	Stock, regardless of funding sources, over which the inventory manager at the Inventory Control Point level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.
Wholesaler	A person to whom a product is delivered or sold, if such delivery or sale is for the purposes of sale or distribution to retailers who buy such a product for purposes of resale.
Zone of Interior	For the purposes of this Manual, a term used to designate the United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, American Samoa, Guam, Puerto Rico, U.S. Virgin Islands and the Commonwealth of the Northern Mariana Islands

C1. GENERAL ADMINISTRATION

Enclosure 3 - Abbreviations and Acronyms

A/D or A & D	Abandonment or Destruction (or abandoned or destroyed)
A&FO	Accounting & Finance Office
AAC	Agency Address Code
AAP	Army Ammunition Plant
AAS	Balance Automated Accounting System
ABC	Activity Based Costing
ACCT	Table I.D. for Accounting Codes - Tells the system how to acct for property transactions.
ACNO	Table I.D. for Accumulation Numbers for RCP
ACTN	Table I.D. for Action Codes - Tells the system what actions to take for prop. transactions
ADPE	See AE
ADR	Alternate Dispute Resolution
AE	Automation Equipment - see Automation Resources (AR)
AECA	Arms Export Control Act
MPPEH	Ammunition, Explosives, and other Dangerous Articles
AFB	Air Force Base
AFMC	Air Force Materiel Command
AHRH	Alternate Hand Receipt Holder
AID	Aid for International Development
ALC	Air Logistics Center (formerly Air Force Logistics Center)
ALST	Table I.D. for Alpha State Code
AMARC	Aerospace Maintenance and Regeneration Center
AMC	Army Materiel Command
AMIF	Active Master Inventory File
ANSI	American National Standards Institute
AOR	Area of Responsibility
APO	Accountable Property Officer
APOR	Accountable Property Officer Representative
AR	Automation Resources (formerly AE), Includes Automation Equipment and Commercial-off-the-shelf software (COTS) or hardware and software.
ARD	Automatic Release Date
ART	Accumulation Release Transaction
ARMS	Automation Resources Management System
ASD(ISP)	Assistant Secretary of Defense (International Security Policy)
ASO	Acquisition Services Objectives
AT/FPO	Antiterrorism/Force Protection Officer
AUO	Area Utilization Officer
AUP	Adjusted Unit Price
BATF	Bureau of Alcohol, Tobacco, and Firearms
BEP	DLA Basic Emergency Plan
BIN	Bidder Identification Number - A number which identifies a bidder.
BMF	Bidder Master File
BMP	Best Management Practices
BOD	Bid Opening Date - the sale date.
BR	Bid Rejected
BRAC	Base Realignment and Closure
CA	Commercial Activity
CAC	Country Activity Code
CAGE	Commercial and Government Entity Code

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

CAO	Contract Information Officer or Officer
CAP	Civil Air Patrol or Compliance Assistance Program
CAV	Corporate Assessment Visit
CAP	Civil Air Patrol
CAT Book	Codes and Terms for DAISY
CBD	Commerce Business Daily
CBL	Commercial Bill of Lading
CC	Card Column
CCD	Collection Classification Code
CCI	Controlled Cryptographic Item
CCLI	Commerce Control List Items (formerly SLI)
CD	Compact Disk
CDC	Center of Disease Control
CDD	Complete Discharge Device
CDE	Chemical Defense Equipment
CD-ROM	Compact Disk-Read Only Memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CFSC	Critical Federal Supply Classes
CHRIS	Chemical Response Information System
CIHC	Table I.D. for Contract Item Hold Code
CINC	Commander in Chief
CINCPAC	Commander-in-Chief Pacific Command
CLIN	Contract Line Item Number
CMA	Current Market Appraisal
CMM	Consolidated Materiel Manager
CONUS	Continental United States
COR	Contracting Officer's Representative
CORALS	Conversion of Referral and Local Sales
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-the-Shelf
CPR	Cardio Pulmonary Resuscitation
CSLA	Commercial Space Launch Act
CV	Commercial Venture
CWA	Clean Water Act
DAAS	Defense Automatic Addressing System
DAC	Disposal Authority Code
DAISY/DNSP	Defense Reutilization and Marketing Service Automated Information System
DC	DRMO DEMIL Coordinator
DCC	Disposal Condition Code
DCIS	Defense Criminal Investigative Service
DCST	Defense Logistics Agency Contingency Support Team
DEA	Drug Enforcement Administration
DEMIL	Demilitarize/demilitarization
DEMIL INTG	DEMIL Integrity Code
DEPRA	Defense Program for Redistribution of Assets
DERA	Defense Environmental Restoration Account
DERP	Defense Environmental Restoration Program
DES	Defense Logistics Agency Enterprise Systems
DFAS	Defense Finance and Accounting Service
DFR	Detailed Functional Requirement
DIC	Document Identifier Code

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

DISA	Defense Information Systems Agency
DISC	Defense Industrial Supply Center
DJC	Table I.D. for Downgrade Justification Code
DLA	Defense Logistics Agency
DLA SCCs	DLA Subsidiary Cost Codes
DLIS	Defense Logistics Information Service (formerly DLSC)
DLTC	Table I.D. for DEMIL Required - Lots - CONUS
DLTO	Table I.D. for DEMIL Required - Lots -Overseas
DMIL	Table I.D. for Demilitarization (DEMIL) Code
DMPC	Table I.D. for DEMIL Performed Code
DNAR	Table I.D. for downgrade to scrap after receipt
DNSC	Defense National Stockpile Center
DNSP	Daisy National Sales Program
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DoE	Department of Energy
DoJ	Department of Justice
DOR	Delivery Order Request
DORS	Table I.D. for DRMS Operations RICs
DoS	Department of State
DOT	Department of Transportation
DPAR	Table I.D. for DEMIL Performed After Receipt validation - usable
DPAS	Defense Property Accountability System
DPWG	Disposal Policy Working Group
DRMO	Defense Reutilization and Marketing Office
DRMPAS	DRMS Property Accounting System
DRMS	Defense Reutilization and Marketing Service
DROD	Table I.D. for DEMIL Required Codes
DRT	Disposal Remediation Team
DRWG	Defense Reclamation Work Group
DSA	Document Identifier Code in SASP for multi-field correction.
DSAR	Table I.D. for DEMIL Performed After Receipt validation - scrap
DSC	Document Identifier Code in SASP for multi-format transaction
DSM	Type Transaction Code in DAISY for a generation of small arms
DSN	Defense Switched Network
DSCA	Defense Security Cooperation Agency
DSCR	Defense Supply Center Richmond
DSS	Decision Support System
DSYP	Table I.D. for DAISY Type Property Code
DTID	Disposal Turn-In Document
DTRA	Defense Threat Reduction Agency
DTS	Defense Transportation System
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
DUSD(ES)	Deputy Under Secretary of Defense (Environmental Security)
DUSD(TSP)	Deputy Under Secretary of Defense (Trade Security Policy)
DWCF	Defense Working Capital Fund
DWD	DAISY - Gain From Downgrade
DWR	DAISY - Downgrade Request Transaction
EA	Environmental Analysis
EAMS	Environmental Audit Management System
EBSC	Table I.D. for Evaluation Bid Status Code
ECP	Explosive Contaminated Property
ECCN	Export Control Classification Number

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

EIN	Employee Identification Number
EIPP	Educational Institutional Partnership Program
EIS	Environmental Impact Statement
EMFS	Employee Medical File System
EOD	Explosive Ordnance Disposal
EP	Expedited Processing
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPS	Environmental Protection Specialist
ERG	Emergency Response Guide
ERR	Environmental Responsibility Recommendations
ESD	End of Screening Date
EUC	End Use Certificate
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FCA	Federal Civil Agency
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FEPP	Foreign Excess Personal Property
FGS	Final Governing Standards
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FLIS	Federal Logistics Information System
FLIPL	Financial Liability Investigation of Property Loss
FLO	Financial Liability Officer
FMR	Federal Management Regulation
FMS	Foreign Military Sales
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FPCON	Force Protection Conditions
FPI/UNICOR	Federal Prison Industries
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification Class (Four-digit)
FSCAP	Flight Safety Critical Aircraft Parts
FSG	Federal Supply Classification Group (Two-digit)
FST	Forward Support Team
FTS	Financial Tracking System
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GFM	Government Furnished Material
GIDEP	Government/Industry Data Exchange Program
GOCO	Government Owned, Contractor Operated (Industrial Plant)
GPC	Government-wide Purchase Card
GSA	General Services Administration
HAP	Humanitarian Assistance Program
HM	Hazardous Material
HMIRS	Hazardous Material Information Resources System
HMIS	Hazardous Materials Information System
HMT	Hazardous Materials Table
HMTC	Hazardous Materials Technical Center
HP	Hazardous Property
HRH	Hand Receipt Holder
HS	Hazardous Substance

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

HTIS	Hazardous Technical Information Services
HW	Hazardous Waste
HWPS	Hazardous Waste Profile Sheet
I&R	Integrity and Reliability
IA	Iranian Assets
IATA	International Air Transport Association
IAW	In accordance with
IC/DV	Import Certification/Delivery Verification
ICP	Inventory Control Point
IDS	Intrusion Detection Systems
IFB	Invitation For Bid
IG	Inspector General
IM	Item Manager
IMDG	International Maritime Dangerous Goods
IMM	Integrated Materiel Manager
INTA	Iranian Non-Titled Assets
IP	Internet Protocol - computer identification number
IPAC	Intragovernmental Payment and Collections
IPC	Information Processing Center
IPE	Industrial Plant Equipment - see Metalworking Machinery (MM)
IR/SR	Infrared/Spectral Reflectance
IRAN	Inspection, Repair as Necessary
ISA	Interservice Support Agreement
ISSOT	Intra fleet Supply Support Operations Team (Navy activity)
IT	Information Technology
JCP	Joint Committee on Printing
JON	Job Order Numbers
JROTC	Junior Reserve Officer Training Corps
JTR	Joint Travel Regulation
LDR/LDRN	Land Disposal Restrictions/Notices
LESO	Law Enforcement Support Office
LOA	Letter of Offer and Acceptance (United States)
LOHHI	Local Health Hazard Inventory
LTI	Limited Technical Inspection
MAAG	Military Assistance Advisory Group
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MAPEX	Military Assistance Program Address Directory Excess
MARS	Military Affiliate Radio System
MCA	Management Control Activity
MDE	Major Defense Equipment
MEIS	Military Environmental Information Source
MHE	Material Handling Equipment
MI	Military Institute
MIDI	Military Item Disposal Instructions
MILSVC	Military Service
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MJC	Military Junior College
MLI	Munitions List Items
MM	Metalworking Machines
MMR	Military Munitions Rule

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

MOA	Memorandum of Agreement
MOE	Military Branch of Service
MOU	Memorandum of Understanding
MPM	Military Affiliated Radio System Property Manager
MPPEH	Materiel Potentially Presenting an Explosive Hazard
MMAC	Material Management Aggregation Codes
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRO	Materiel Release Order
MRP	Material Returns Program
MS4	Municipal Separate Storm Sewer System
MSDS	Material Safety Data Sheet
MWRA	Morale, Welfare, and Recreation Activity
NAF	Non-appropriated Fund
NAFI	Non-appropriated Fund Instrumentalities
NASASP	National Association for State Agencies for Surplus Property
NATO	North Atlantic Treaty Organization
NAVMARCORMARS	Navy-Marine Corps Military Affiliate Radio System
NBC	Nuclear, Biological and Chemical Defense Equipment
NCP	National Contingency Plan
NDCC	National Defense Cadet Corps
NHS	Naval Honor Schools
NICAD	Nickel Cadmium
NICP	National Inventory Control Point
NIIN	National Item Identification Number
NIOSH	National Institute of Occupational Safety & Health
nm	nanometers
NMCS	Not Mission Capable Supply
NOA	Notice of Availability
NOD	Notice of Deficiency
NORM	Naturally Occurring Radioactive Material
NOS	Not Otherwise Specified
NPDES	National Pollution Discharge Elimination System
NSA	National Security Agency
NSF	Non Sufficient Funds
NSN	National Stock Number
NRC	Nuclear Regulatory Commission
NVE	Night Vision Equipment
NVR	Naval Vessel Register
ODC	Office of Defense Cooperation
ODS	Ozone Depleting Substances
OEBGD	Overseas Environmental Baseline Guidance Document
OFA	Other Federal Agencies
OMB	Office of Management and Budget
OMC	Office of Military Cooperation
OMCS	Office of Motor Carrier Safety
ONDCP	Office of National Drug Control Policy
ORC	Organizational Requirements Clerk
ORM	Other Regulated Material
OSH	Occupational Safety & Health
OSHA	Occupational Safety and Health Act
PA	Performance Activity
PAN	Publication Account Number

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

PAO	Public Affairs Office/Officer
PBO	Property Book Officer
PCB	Polychlorinated Biphenyl
PCH&T	Packing, Crating, Handling, and Transportation
PCP	Pentachlorophenol
PIT	Portable Input Terminal
PKI	Public Key Infrastructure
PLR	(suffix for DEMIL Code) - C4.1.1.6.4.5.3.3.3.
PMB	C3
PMIC	Precious Metals Indicator Code
PMRP	Precious Metals Recovery Program
PMR	Program Management Review
POL	Petroleum, Oil, and Lubricants
PPE	Personal Protection Equipment
PPM	Parts Per Million
PR	Procurement Request
PSC	Passive Silver Cell
PSN	Proper Shipping Names
PSP	Pierced Steel Planking
PSR	Periodic Security Review
PTR	Problem Tracking Report
QASA	Quality Assurance Specialist - Ammunition Surveillance
QRP	Qualified Recycling Program
RAD	Requisition Number Added
RCP	Recycling Control Point
RCS	Report Control Symbol
RCRA	Resource Conservation and Recovery Act
RDB	Retail Data Base System
RIA	Rock Island Arsenal
RIC	Routing Identifier Code
RIPL	Receipt in Place Location
ROD	Report of Discrepancy
ROTC	Reserve Officer Training Corps
RPLD	Reports of Government Property Lost, Damaged or Destroyed (DD Form 200)
RPO	Responsible Property Officer
RRRP	Resource Recovery and Recycling Program
RSC	Record Status Code
R/T/D	Reutilization, Transfer, and/or Donation
R/T/D/S	Reutilization, Transfer, Donation, and/or Sale
SALD	Safe Alert Latent Defect Code
SAO	Security Assistance Office
SAR	Significant Activity Reports
SARA	Superfund Amendments and Reauthorization Act of 1986
SASP - DRMS	Small Arms Serialization Program
SASP	State Agency for Surplus Property
SBR	Sale By Reference
SCC	Supply Condition Code
SCL	Standard Waste and Scrap Classification List.
SCO	Sales Contracting Officer
SCP	Spill Contingency Plan
SCT	Scrap Classification - Term
SDDC	Surface Deployment & Distribution Command
SDO	Staff Duty Officer

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

SDPDA	Special Defense Property Disposal Account
SEA	Service Educational Activity
SF	Standard Form
SLB	Service Level Billings
SITREP	Situation Report
SM	Service Manager
SMA	State Maritime Academies
SME	Significant Military Equipment
SMIC	Special Material Identification Codes
SOAP	Supply Operations Assistance Program (Navy activity)
SOFA	Status of Forces Agreements
SOH	Safety, Occupational Health Program
SOHO	Safety and Occupational Health Officer
SOP	Standard Operating Procedure
SOS	Source of Supply
SPCC	Spill Prevention Control and Countermeasures Plan
SQC	Statistical Quality Control
SWOP	Special Weapons Operating Procedure
SWPPP	Storm Water Pollution Prevention Plans
TACOM	(U.S. Army) Tank Automotive and Armament Command
TAD	Transfer Order Line Added
TASO	Terminal Area Security Officers
TCLP	Toxicity Characteristic Leaching Procedure
TD	Treasury Department (Department of the Treasury)
TGA	Treasury General Account
THF	Transaction History File
TMO	Traffic Management Office
TSC	Trade Security Controls
TSCA	Toxic Substances Control Act
TSCRO	Trade Security Control Resident Office
TSDF	Treatment, Storage & Disposal Facility
TTC	Type Transaction Code
TTPI	Trust Territory of the Pacific Islands
UCN	Unique Control Number
UD	Ultimate Disposal
UI	Unit of Issue
UIC	Unit Identification Code
UHWM	Uniform Hazardous Waste Manifest
UM	Unit of Measure
UMMIPS	Uniform Materiel Movement and Issue Priority System
URL	Uniform Resource Locator - web address/domain name
USACHPPM	U.S. Army's Center for Health Promotion and Preventative Medicine
USAF	United States Air Force
USAFE	United States Air Force Europe
USAREUR	United States Army Europe
USC	United States Code
USPHS	United States Public Health Service
UST	Underground Storage Tank
USSC	Uniform Sort Selection Code
USCG	United States Coast Guard
USMC	United States Marine Corps
USP&FO	United States Property and Fiscal Officer
USPS	United States Postal Service

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

USPS	U.S. Postal Service
VA	Vulnerability Assessment
VDT	Video Display Terminal
WWW	World Wide Web
ZI	Zone of Interior
ZM	Zone Manager

C1. General Administration

Enclosure 4 - Forms

Edited 28 Jan 2008. Added new form.

Attachment 1 - Sorted By Source

Figure 1 - Forms Sorted by Source

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DD	200	FAP System	DRMS-OPD	Financial Liability Investigation of Property Lost
DD	577	Adobe Fillable		Signature Card
DD	1131	Adobe Fillable	DRMS-RF	Cash Collection Voucher
DD	1143	DAISY System	OPD	Report of Excess/Surplus Material at Disposal Activities
DD	1149	Adobe Fillable	DRMS-RF	Requisition & Invoice/Shipping Document
DD	1155		DRMS-P	Order for Supplies or Services
DD	1342	Adobe Fillable		DoD Property Record - Supplementary Data
DD	1556	Adobe Fillable		Request, Authorization, Agreement, Certification of Training and Reimbursement
DD	2522	Adobe Fillable	DRMS-BCP	Haz Chemical Warning Label
DD	1348 1A/2	A Fill/ETID System/Stocked		Issue Release / Receipt Document
DD	1348-5	A Fill	DRMS-BBR/FMS	Notice of Availability/Shipment
DD	2521-8	Request from DLIS	DRMS-BCP	Hazardous Chemical Warning Label - same as 2521 & 2522
DLA	584	Visitor Register		Visitor Register
DLA	595	Adobe Fillable		Receipt for Accountable Property by DLA Recipients
DLA	595A	Adobe Fillable		Receipt for Accountable Property by non-DLA Recipients
DLA	1151	Adobe Fillable		Control Register for Reports of Financial Liability Investigation of Property Loss (DD Forms 200)
DLA	1304	Adobe Fillable	DRMS-P	Order Document Non-Stock Items
DLA	1304A	Adobe Fillable	DRMS-P	Multiple Line Item Order Document - Non-Stock Items
DLA	1312	Adobe Fillable	DES-Battle Creek	Equipment/Furniture Justification and Order Document
DLA	1365	Adobe Fillable		Service Order
DLA	1367	Adobe Fillable	Stocked	Shipment Receipt Delivery Pass
DLA	1591	Adobe Fillable	DES Safety	Supervisory Mishap Report
DLA	1610	Adobe Fillable	DRMS-OLF	Key Repository Index
DLA	1610a	Adobe Fillable	DRMS-OLF	Key Repository Accountability Record
DLA	1610b	Adobe Fillable	DRMS-OLF	Delegation of Authority (Key Control)
DLA	1610c	Adobe Fillable	DRMS-OLF	Key Control Register
DLA	1731	Adobe Fillable	DES Safety	Operator's Inspection Guide and Trouble Report
DLA	1822	Adobe Fillable		End Use Certificate
DLA	1827	Adobe Fillable	DES Battle Creek/FP	DLA Record of Security Exercises
DRMS	3	Adobe Fillable	DRMS-BBS	Spot Bid
DRMS	18	Adobe Fillable	DRSM-OL/BCP	Scrap Tally In Sheet
DRMS	18A	Adobe Fillable	DRMS-OLF	Furniture Tally In Sheet

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DRMS	24	Adobe Fillable	DRMS-J	Standard Operating Procedures
DRMS	36	Adobe Fillable	DRMS-BBS	Sales Referral/Property List Control Register
DRMS	39-3S	Adobe Fillable	DRMS-BLP	DAISY Inventory Adjustment Request/Voucher for Scrap Property.
DRMS	39-3U	Adobe Fillable	DRMS-BLP	DAISY Inventory Adjustment Request/Voucher for Useable Property.
DRMS	43			On-The-Job (OTJ) Training Record
DRMS	51	Stocked	DRMS-BBS	DRMS Collection Receipt
DRMS	55	Stocked		Combat Vehicle/Aircraft Helmet Warning Tag
DRMS	58	Adobe Fillable	DRMS-BBR	Property Reutilization Communiqué
DRMS	61	Adobe Fillable	DRMS-BBS	Late Removal Charge Computation
DRMS	62	Adobe Fillable	DRMS-BBS	Bid Variation, Alteration, Discrepancy
DRMS	63	DNSP System	DRMS-BBS	Supplementary Sale Information
DRMS	65	Adobe Fillable	DRMS-BBS	Waiver By Purchaser
DRMS	69	Adobe Fillable	DRMS-BBS	Guaranteed Descriptions Worksheet
DRMS	70	Adobe Fillable	DRMS-BBS	Waiver Applying to Withdrawn Property
DRMS	73	Adobe Fillable	DRMS-BBS	Withdrawal of Property Reported For Sale Prior To Award and Property Status
DRMS	103	AIT/Adobe Fillable	BBR	Screeners Tally Request to Freeze Hold Excess/Surplus Property
DRMS	131	Adobe Fillable	DRMS-BBS	Lost, Abandoned, or Unclaimed Privately Owned Personal Property
DRMS	145	Adobe Fillable	DRMS-BCD	Demilitarization Certificate
DRMS	146	Stocked	DRMS-OLF/BDP	Weight Ticket
DRMS	147	Visitor Register	DRMS-OLF	No Longer used... See DLA Form 584
DRMS	152	Adobe Fillable	DRMS-OPD	Relocating Document
DRMS	198	Stocked	DRMS-BBS	Retail Sales Tag
DRMS	222	Adobe Fillable	OPD	Downgrade to Scrap Request
DRMS	240	Adobe Fillable	DRMS-BBS/BCP	Economy Formula Worksheet
DRMS	333	Stocked	DRMS-BCD	DEMIL Poster - DEMIL REQUIRED
DRMS	352		DESWI/Safety	Replaced by DRMS 2000
DRMS	355	Adobe Fillable	DRMS-OLF	Unprocessed Receipts Control
DRMS	433	DNSP System	DRMS-BBS	Statement of Account for Liquidated Damages
DRMS	542	DAISY Local Sales	DRMS-BBS	Auction Spot Bid Information
DRMS	564	Adobe Fillable	DRMS-BBS	Claims Register
DRMS	648	Adobe Fillable	DRMS-BBS	IFB Number Register
DRMS	714	DNSP System	DRMS-BBS	Audit Records and Certificate of Review
DRMS	741	Adobe Fillable	DRMS-BBS	Identical Tie Bid Record
DRMS	763	Adobe Fillable	DRMS-BBS	High Bid Sales Data
DRMS	826		DRMS-BBS	Debt payment and Offset Record
DRMS	840	Adobe Fillable	DRMS-BBS	IFB Contract Completion Log
DRMS	845	Adobe Fillable	DRMS-BBS	Notice of Items Pending Award or Resolved, Sale of US Government Surplus Personal Property
DRMS	860	DNSP System	DRMS-BBS	Notice of Default
DRMS	879	Adobe Fillable	DRMS-BBS	Notice to Bidders, Sale of US Government Personal Property
DRMS	915	Adobe Fillable	DRMS-BBS	Statement of Account (Billing Document)
DRMS	917	Adobe Fillable	DRMS-OLF	Property Disposal/Reject/Advice

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DRMS	944	Stocked		Danger - Asbestos Hazard
DRMS	967	Adobe Fillable		Certification of Services and/or Material Received/Rendered
DRMS	981	Adobe Fillable	DRMS-BCP	PCB Annual Document Log
DRMS	981-1	Adobe Fillable	DRMS-BCP	PCB Annual Document Summary
DRMS	984	Adobe Fillable	DRMS-BCP/BBS	PM Analysis for Recovery Sales
DRMS	1427	Stocked Continuous Feed	DRMS-BBS	Notice of Award, Statement of Release Document
DRMS	1427a	Adobe Fillable	DRMS-BBS	Notice of Award Statement and Release - Continuation
DRMS	1458	DNSP/Local Sales	DRMS-BBS	Bid and Deposit Register
DRMS	1458-1	Systems Form/DNSP	DRMS-BBS	Abstract of Bids
DRMS	1578	Adobe Fillable	DRMS-BBS	Financial Record
DRMS	1581	Adobe Fillable	DRMS-BBS	Bidders Registration, Prospective Bidder's Sheet
DRMS	1583	DNSP System	DRMS-BBS	Term or Multi-Shipment Recap Record
DRMS	1645	Adobe Fillable	DRMS-BBS	Statement of Intent
DRMS	1645-1	Adobe Fillable	DRMS-BBS	Statement of Intent - Foreign Excess Property
DRMS	1646	Adobe Fillable	DRMS-BBS	Letter of Authorization
DRMS	1655	Adobe Fillable	DES-Safety	Crane Operation Daily Checklist
DRMS	1683	Adobe Fillable	DRMS-P	Manifest Tracking Log
DRMS	1709	DNSP/DAISY Local Sales/Adobe	DRMS-BBS	Special Funding Sheet
DRMS	1712	Adobe Fillable	DRMS-BCE	HZ Waste Log
DRMS	1713	Adobe Fillable	DES-Safety	Inspection sheet for Part B permit facilities
DRMS	1729	Adobe Fillable	DRMS-BCE	Collection Summary Report
DRMS	1771	Adobe Fillable	DES Facilities	Formal MILCON Project Request
DRMS	1836	Adobe Fillable	DRMS-BA/BBR	Data Sheet for Approval/Disapproval of Transportation Costs
DRMS	1840	Adobe Fillable	DES/W/I/Safety	DRMS Worksite Checklist - REPLACED BY DRMS 2000
DRMS	1841	Adobe Fillable	DRMS-OLF	Found in DRMO
DRMS	1851	Adobe Fillable	DRMS-BCP	Notification for Waste Restricted from Land Disposal
DRMS	1878	Adobe Fillable	DRMS-BCP	Certification of Services/Manifest Tracking
DRMS	1879	Adobe Fillable	DRMS-BCP	Container Label
DRMS	1920	Adobe Fillable	DRMS-BBS	Hazardous Property Sales Referral Certification
DRMS	1930	Adobe Fillable	DRMS-BBS	Hazardous Waste Profile Sheet
DRMS	1943	Adobe Fillable	DRMS-BBS	Hazardous Property Release/COR Checklist
DRMS	1944	Adobe Fillable	DRMS-BCP	Hazardous Material/Waste Retrograde Form
DRMS	1959	Adobe Fillable	DES Safety	Authorization/Receipt for Purchase of Safety Shoes- In 'Safety Toolbox' on intranet
DRMS	1964	Adobe Fillable	DES Safety	Exposure Incident Investigation Form - In 'Safety Toolbox' on intranet - In 'Safety Toolbox' on intranet
DRMS	1974	Adobe Fillable	DRMS-BCP	Asbestos Waste Shipment Record
DRMS	1976	Adobe Fillable	DES Safety	Respirator Use and Maintenance Record
DRMS	1978	Adobe Fillable	DRMS-OPD	Scrap Breakdown
DRMS	1983	Adobe Fillable	DRMS-OPD	DAISY Accountable Record Correction

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DRMS	1988	Stocked	DES Security	Theft Warning Sign
DRMS	1992	Host' FP/Security	DES Security	Post Suspect Height Chart
DRMS	1993	Stocked	DRMS-OLF	Official Visitor's Badge
DRMS	2000	Adobe Fillable	DRMS J-52	DRMS Inspection Log CAMS Version, which replaced DRMS Form 2000. , DRMS Forms 352 & 1840, and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.
DRMS	2006	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2007	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2008	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2009	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2010	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2016	Adobe Fillable	DRMS-BCP	Certification of Refrigerant Removal
DRMS	2041	Adobe Fillable	DRMS-BCD	Written Appointment Spreadsheet For Demil Certifier, Verifier, And Coordinator
DRMS	152	Adobe Fillable	DRMS-OLF/OPD	Relocating Document
DRMS	1995-1	Stocked	DRMS-OLF	DRMS Coding Card - DRMS Poster - Critical FSCs
Misc	CA-1	Misc Adobe Fillable	DES Safety	Federal Employee's Notice of Traumatic Injury and Claim for Continuation or Pay/Compensation. Under Miscellaneous on Adobe Forms
Misc	CA-16	Misc Adobe Fillable	DES Safety	For Medical Attention outside of the Facility- Under Miscellaneous on Adobe Forms
Misc	CA-7, CA-7a, CA-7b	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay- From HROC or Under Miscellaneous on Adobe Forms
Misc	CA-20	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay - From HROC or Under Miscellaneous on Adobe Forms
Misc	CA-801	Dept of Labor	DES Safety	Office of Workman's Compensation - Claim Number
OF	7	Forms Site	DES Equipment	Optional Form - Permission to Remove Property
OF	23	Stocked/GSA Supply Catalog	DRMS-BBS	Chargeout Record
SF	25	Adobe Fillable	DRMS-BBS	Performance Bond
SF	97	Adobe Fillable Template	DRMS-BB	Certificate Title To a Vehicle
SF	120	N/A	DRMS-OLF	Report of Excess Property
SF	122	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Transfer
SF	123	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Donation
SF	150	Adobe Fill Temp.	DRMS-BBS	Deposit Bond Individual
SF	151	Adobe Fillable	DRMS-BBS	Deposit Bond Annual
SF	215	Stocked		Deposit Ticket
SF	364	Adobe Fillable	DRMS-OPR	Report of Discrepancy
SF	700	Stocked	DES Security	Security Container Information
SF	702	Fillable	DES Security	Security Container Check Sheet

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
SF	915	DNSP System	BBS	Statement of Accounting (Billing Document)
SF	1034	Adobe Fillable	DRMS-RF	Public Voucher for Purchases and Services Other than Personal
SF	1049	Adobe Fillable	DRMS-RF	Public Voucher for Refunds
SF	1080	Adobe Fillable	DRMS-RF	Voucher for Transfers Between Appropriations and/or Funds
SF	1081	Adobe Fillable	DRMS-RF	Schedule of Withdrawals and Credits

C1. General Administration

Enclosure 4 - Forms

Attachment 2 - Sorted By Form Number

Figure 2 - Forms Sorted By Number

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
3	DRMS	Adobe Fillable	DRMS-BBS	Spot Bid
7	OF	Forms Site	DES Equipment	Optional Form - Permission to Remove Property
18	DRMS	Adobe Fillable	DRSM-OL/BCP	Scrap Tally In Sheet
23	OF	Stocked/GSA Supply Catalog	DRMS-BBS	Chargeout Record
24	DRMS	Adobe Fillable	DRMS-J	Standard Operating Procedures
25	SF	Adobe Fillable	DRMS-BBS	Performance Bond
36	DRMS	Adobe Fillable	DRMS-BBS	Sales Referral/Property List Control Register
43	DRMS			On-The-Job (OTJ) Training Record
51	DRMS	Stocked	DRMS-BBS	DRMS Collection Receipt
55	DRMS	Stocked		Combat Vehicle/Aircraft Helmet Warning Tag
58	DRMS	Adobe Fillable	DRMS-BBR	Property Reutilization Communiqué
61	DRMS	Adobe Fillable	DRMS-BBS	Late Removal Charge Computation
62	DRMS	Adobe Fillable	DRMS-BBS	Bid Variation, Alteration, Discrepancy
63	DRMS	DNPS System	DRMS-BBS	Supplementary Sale Information
65	DRMS	Adobe Fillable	DRMS-BBS	Waiver By Purchaser
69	DRMS	Adobe Fillable	DRMS-BBS	Guaranteed Descriptions Worksheet
70	DRMS	Adobe Fillable	DRMS-BBS	Waiver Applying to Withdrawn Property
73	DRMS	Adobe Fillable	DRMS-BBS	Withdrawal of Property Reported For Sale Prior To Award and Property Status
97	SF	Adobe Fillable Template	DRMS-BB	Certificate Title To a Vehicle
103	DRMS	AIT/Adobe Fillable	BBR	Screeners Tally Request to Freeze Hold Excess/Surplus Property
120	SF	N/A	DRMS-OLF	Report of Excess Property
122	SF	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Transfer
123	SF	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Donation
131	DRMS	Adobe Fillable	DRMS-BBS	Lost, Abandoned, or Unclaimed Privately Owned Personal Property
145	DRMS	Adobe Fillable	DRMS-BCD	Demilitarization Certificate
146	DRMS	Stocked	DRMS-OLF/BDP	Weight Ticket
147	DRMS	Adobe Fillable	DRMS-OLF	No Longer used... See DLA Form 584
150	SF	Adobe Fillable Template	DRMS-BBS	Deposit Bond Individual
151	SF	Adobe Fillable	DRMS-BBS	Deposit Bond Annual
152	DRMS	Adobe Fillable	DRMS-OPD	Relocating Document
152	DRMS	Adobe Fillable	DRMS-OLF/OPD	Relocating Document

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
198	DRMS	Stocked	DRMS-BBS	Retail Sales Tag
200	DD	FAP System	DRMS-OPD	Financial Liability Investigation of Property Lost
215	SF	Stocked		Deposit Ticket
222	DRMS	Adobe Fillable	OPD	Downgrade to Scrap Request
240	DRMS	Adobe Fillable	DRMS-BBS/BCP	Economy Formula Worksheet
333	DRMS	Stocked	DRMS-BCD	DEMIL Poster - DEMIL REQUIRED
352	DRMS		DESWI/Safety	Replaced by DRMS 2000
355	DRMS	Adobe Fillable	DRMS-OLF	Unprocessed Receipts Control
364	SF	Adobe Fillable	DRMS-OPR	Report of Discrepancy
433	DRMS	DNSP System	DRMS-BBS	Statement of Account for Liquidated Damages
542	DRMS	DAISY Local Sales	DRMS-BBS	Auction Spot Bid Information
564	DRMS	Adobe Fillable	DRMS-BBS	Claims Register
577	DD	Adobe Fillable		Signature Card
584	DLA			Visitor Register
595	DLA	Adobe Fillable		Receipt for Accountable Property by DLA Recipients
648	DRMS	Adobe Fillable	DRMS-BBS	IFB Number Register
700	SF	Stocked	DES Security	Security Container Information
702	SF	Fillable	DES Security	Security Container Check Sheet
714	DRMS	DNSP System	DRMS-BBS	Audit Records and Certificate of Review
741	DRMS	Adobe Fillable	DRMS-BBS	Identical Tie Bid Record
763	DRMS	Adobe Fillable	DRMS-BBS	High Bid Sales Data
826	DRMS		DRMS-BBS	Debt payment and Offset Record
840	DRMS	Adobe Fillable	DRMS-BBS	IFB Contract Completion Log
845	DRMS	Adobe Fillable	DRMS-BBS	Notice of Items Pending Award or Resolved, Sale of US Government Surplus Personal Property
860	DRMS	DNSP System	DRMS-BBS	Notice of Default
879	DRMS	Adobe Fillable	DRMS-BBS	Notice to Bidders, Sale of US Government Personal Property
915	DRMS	Adobe Fillable	DRMS-BBS	Statement of Account (Billing Document)
915	SF	DNSP System	BBS	Statement of Accounting (Billing Document)
917	DRMS	Adobe Fillable	DRMS-OLF	Property Disposal/Reject/Advice
944	DRMS	Stocked		Danger - Asbestos Hazard
967	DRMS	Adobe Fillable		Certification of Services and/or Material Received/Rendered
981	DRMS	Adobe Fillable	DRMS-BCP	PCB Annual Document Log
984	DRMS	Adobe Fillable	DRMS-BCP/BBS	PM Analysis for Recovery Sales
1034	SF	Adobe Fillable	DRMS-RF	Public Voucher for Purchases and Services Other than Personal
1049	SF	Adobe Fillable	DRMS-RF	Public Voucher for Refunds
1080	SF	Adobe Fillable	DRMS-RF	Voucher for Transfers Between Appropriations and/or Funds
1081	SF	Adobe Fillable	DRMS-RF	Schedule of Withdrawals and Credits
1131	DD	Adobe Fillable	DRMS-RF	Cash Collection Voucher
1143	DD	DAISY System	OPD	Report of Excess/Surplus Material at Disposal Activities
1149	DD	Adobe Fillable	DRMS-RF	Requisition & Invoice/Shipping Document
1151	DLA	Adobe Fillable		Control Register for Reports of Financial

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
				Liability Investigation of Property Loss (DD Forms 200)
1155	DD		DRMS-P	Order for Supplies or Services
1304	DLA	Adobe Fillable	DRMS-P	Order Document Non-Stock Items
1312	DLA	Adobe Fillable	DES-Battle Creek	Equipment/Furniture Justification and Order Document
1342	DD	Adobe Fillable		DoD Property Record - Supplementary Data
1365	DLA	Adobe Fillable		Service Order
1367	DLA	Adobe Fillable	Stocked	Shipment Receipt Delivery Pass
1427	DRMS	Stocked Continuous Feed	DRMS-BBS	Notice of Award, Statement of Release Document
1458	DRMS	DNSP/Local Sales	DRMS-BBS	Bid and Deposit Register
1556	DD	Adobe Fillable		Request, Authorization, Agreement, Certification of Training and Reimbursement
1578	DRMS	Adobe Fillable	DRMS-BBS	Financial Record
1581	DRMS	Adobe Fillable	DRMS-BBS	Bidders Registration, Prospective Bidder's Sheet
1583	DRMS	DNSP System	DRMS-BBS	Term or Multi-Shipment Recap Record
1591	DLA	Adobe Fillable	DES Safety	Supervisory Mishap Report
1610	DLA	Adobe Fillable	DRMS-OLF	Key Repository Index
1645	DRMS	Adobe Fillable	DRMS-BBS	Statement of Intent
1646	DRMS	Adobe Fillable	DRMS-BBS	Letter of Authorization
1655	DRMS	Adobe Fillable	DES-Safety	Crane Operation Daily Checklist
1683	DRMS	Adobe Fillable	DRMS-P	Manifest Tracking Log
1709	DRMS	DNSP/DAISY Local Sales/Adobe	DRSM-BBS	Special Funding Sheet
1712	DRMS	Adobe Fillable	DRMS-BCE	HZ Waste Log
1713	DRMS	Adobe Fillable	DES-Safety	Inspection sheet for Part B permit facilities
1729	DRMS	Adobe Fillable	DRMS-BCE	Collection Summary Report
1731	DLA	Adobe Fillable	DES Safety	Operator's Inspection Guide and Trouble Report
1771	DRMS	Adobe Fillable	DES Facilities	Formal MILCON Project Request
1822	DLA	Adobe Fillable		End Use Certificate
1827	DLA	Adobe Fillable	DES Battle Creek/FP	DLA Record of Security Exercises
1836	DRMS	Adobe Fillable	DRMS-BA/BBR	Data Sheet for Approval/Disapproval of Transportation Costs
1840	DRMS	Adobe Fillable	DES/WI/Safety	DRMS Worksite Checklist - REPLACED BY DRMS 2000
1841	DRMS	Adobe Fillable	DRMS-OLF	Found in DRMO
1851	DRMS	Adobe Fillable	DRMS-BCP	Notification for Waste Restricted from Land Disposal
1878	DRMS	Adobe Fillable	DRMS-BCP	Certification of Services/Manifest Tracking
1879	DRMS	Adobe Fillable	DRMS-BCP	Container Label
1920	DRMS	Adobe Fillable	DRMS-BBS	Hazardous Property Sales Referral Cert.
1930	DRMS	Adobe Fillable	DRMS-BBS	Hazardous Waste Profile Sheet
1943	DRMS	Adobe Fillable	DRMS-BBS	Hazardous Property Release/COR Checklist
1944	DRMS	Adobe Fillable	DRMS-BCP	Hazardous Material/Waste Retrograde Form
1959	DRMS	Adobe Fillable	DES Safety	Authorization/Receipt for Purchase of Safety Shoes- In ' Safety Toolbox ' on intranet

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
1964	DRMS	Adobe Fillable	DES Safety	Exposure Incident Investigation Form - In 'Safety Toolbox' on intranet - In 'Safety Toolbox' on intranet
1974	DRMS	Adobe Fillable	DRMS-BCP	Asbestos Waste Shipment Record
1976	DRMS	Adobe Fillable	DES Safety	Respirator Use and Maintenance Record
1978	DRMS	Adobe Fillable	DRMS-OPD	Scrap Breakdown
1983	DRMS	Adobe Fillable	DRMS-OPD	DAISY Accountable Record Correction
1988	DRMS	Stocked	DES Security	Theft Warning Sign
1992	DRMS	Host' FP/Security	DES Security	Post Suspect Height Chart
1993	DRMS	Stocked	DRMS-OLF	Official Visitor's Badge
2000	DRMS	Adobe	DRMS J-52	DRMS Inspection Log CAMS Version, which replaced DRMS Form 2000. DRMS Forms 352 & 1840, and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.
2000	DRMS	Adobe Fillable	DES Safety	Self Inspection Sheet - replacement for DRMS 352 & 1840
2006	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2007	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2008	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2009	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2010	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2016	DRMS	Adobe Fillable	DRMS-BCP	Certification of Refrigerant Removal
2041	DRMS	Adobe Fillable	DRMS-BCD	Written Appointment Spreadsheet For Demil Certifier, Verifier, And Coordinator
2522	DD	Adobe Fillable	DRMS-BCP	Haz Chemical Warning Label
1610a	DLA	Adobe Fillable	DRMS-OLF	Key Repository Accountability Record
1304A	DLA	Adobe Fillable	DRMS-P	Multiple Line Item Order Document - Non-Stock Items
1348 1A/2	DD	A Fill/ETID System/Stocked		Issue Release / Receipt Document
1348-5	DD	A Fill	DRMS-BBR/FMS	Notice of Availability/Shipment
1427a	DRMS	Adobe Fillable	DRMS-BBS	Notice of Award Statement and Release - Continuation
1458-1	DRMS	Systems Form/DNSP	DRMS-BBS	Abstract of Bids
1610b	DLA	Adobe Fillable	DRMS-OLF	Delegation of Authority (Key Control)
1610c	DLA	Adobe Fillable	DRMS-OLF	Key Control Register
1645-1	DRMS	Adobe Fillable	DRMS-BBS	Statement of Intent - Foreign Excess Property
18A	DRMS	Adobe Fillable	DRMS-OLF	Furniture Tally In Sheet
1995-1	DRMS	Stocked	DRMS-OLF	DRMS Coding Card - DRMS Poster - Critical FSCs
2521-8	DD	Request from DLIS	DRMS-BCP	Hazardous Chemical Warning Label - same as 2521 & 2522
39-3	DRMS	Adobe Fillable	DRMS-OPD	DAISY Inventory Adjustment Request/Voucher
595A	DLA	Adobe Fillable		Receipt for Accountable Property by non-DLA Recipients
981-1	DRMS	Adobe Fillable	DRMS-BCP	PCB Annual Document Summary
CA-1	Misc	Misc Adobe Fillable	DES Safety	Federal Employee's Notice of Traumatic

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
				Injury and Claim for Continuation or Pay/Compensation. Under Miscellaneous on Adobe Forms
CA-16	Misc	Misc Adobe Fillable	DES Safety	For Medical Attention outside of the Facility- Under Miscellaneous on Adobe Forms
CA-20	Misc	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay - From HROC or Under Miscellaneous on Adobe Forms
CA-7, CA-7a, CA-7b	Misc	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay- From HROC or Under Miscellaneous on Adobe Forms
CA-801	Misc	Dept of Labor	DES Safety	Office of Workman's Compensation - Claim Number

C1. General Administration

Enclosure 4 - Forms

Attachment 3 - Sorted By Form Title

Figure 3 - Forms Sorted By Form Title

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Abstract of Bids	Systems Form/DNSP	1458-1	DRMS	DRMS-BBS
Asbestos Waste Shipment Record	Adobe Fillable	1974	DRMS	DRMS-BCP
Auction Spot Bid Information	DAISY Local Sales	542	DRMS	DRMS-BBS
Audit Records and Certificate of Review	DNSP System	714	DRMS	DRMS-BBS
Authorization/Receipt for Purchase of Safety Shoes- In 'Safety Toolbox' on intranet	Adobe Fillable	1959	DRMS	DES Safety
Bid and Deposit Register	DNSP/Local Sales	1458	DRMS	DRMS-BBS
Bid Variation, Alteration, Discrepancy	Adobe Fillable	62	DRMS	DRMS-BBS
Bidders Registration, Prospective Bidder's Sheet	Adobe Fillable	1581	DRMS	DRMS-BBS
Cash Collection Voucher	Adobe Fillable	1131	DD	DRMS-RF
Certificate Title To a Vehicle	Adobe Fillable Template	97	SF	DRMS-BB
Certification of Refrigerant Removal	Adobe Fillable	2016	DRMS	DRMS-BCP
Certification of Services and/or Material Received/Rendered	Adobe Fillable	967	DRMS	
Certification of Services/Manifest Tracking	Adobe Fillable	1878	DRMS	DRMS-BCP
Chargeout Record	Stocked/GSA Supply Catalog	23	OF	DRMS-BBS
Claims Register	Adobe Fillable	564	DRMS	DRMS-BBS
Collection Summary Report	Adobe Fillable	1729	DRMS	DRMS-BCE
Combat Vehicle/Aircraft Helmet Warning Tag	Stocked	55	DRMS	
Container Label	Adobe Fillable	1879	DRMS	DRMS-BCP
Control Register for Reports of Financial Liability Investigation of Property Loss (DD Forms 200)	Adobe Fillable	1151	DLA	
Crane Operation Daily Checklist	Adobe Fillable	1655	DRMS	DES-Safety
DAISY Accountable Record Correction	Adobe Fillable	1983	DRMS	DRMS-OPD
DAISY Inventory Adjustment Request/Voucher	Adobe Fillable	39-3	DRMS	DRMS-OPD
Danger - Asbestos Hazard	Stocked	944	DRMS	
Data Sheet for Approval/Disapproval of Transportation Costs	Adobe Fillable	1836	DRMS	DRMS-BA/BBR
Debt payment and Offset Record		826	DRMS	DRMS-BBS
Delegation of Authority (Key Control)	Adobe Fillable	1610b	DLA	DRMS-OLF
DEMIL Poster - DEMIL REQUIRED	Stocked	333	DRMS	DRMS-BCD
Demilitarization Certificate	Adobe Fillable	145	DRMS	DRMS-BCD
Deposit Bond Annual	Adobe Fillable	151	SF	DRMS-BBS
Deposit Bond Individual	Adobe Fillable Template	150	SF	DRMS-BBS
Deposit Ticket	Stocked	215	SF	

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
DLA Record of Security Exercises	Adobe Fillable	1827	DLA	DES Battle Creek/FP
DoD Property Record - Supplementary Data	Adobe Fillable	1342	DD	
Donation	GSA Supply Catalog/Adobe Fillable	123	SF	DRMS-BBR
Downgrade to Scrap Request	Adobe Fillable	222	DRMS	OPD
DRMS Coding Card - DRMS Poster - Critical FSCs	Stocked	1995-1	DRMS	DRMS-OLF
DRMS Collection Receipt	Stocked	51	DRMS	DRMS-BBS
DRMS Inspection Log CAMS Version, which replaced DRMS Form 2000. , DRMS Forms 352 & 1840, and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.	Adobe Fillable	2000	DRMS	DRMS J-52
DRMS Worksite Checklist - REPLACED BY DRMS 2000	Adobe Fillable	1840	DRMS	DES/WI/Safety
Economy Formula Worksheet	Adobe Fillable	240	DRMS	DRMS-BBS/BCP
End Use Certificate	Adobe Fillable	1822	DLA	
Equipment/Furniture Justification and Order Document	Adobe Fillable	1312	DLA	DES-Battle Creek
Exposure Incident Investigation Form - In 'Safety Toolbox' on intranet - In 'Safety Toolbox' on intranet	Adobe Fillable	1964	DRMS	DES Safety
Federal Employee's Notice of Traumatic Injury and Claim for Continuation or Pay/Compensation. Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-1	Misc	DES Safety
Financial Liability Investigation of Property Lost	FAP System	200	DD	DRMS-OPD
Financial Record	Adobe Fillable	1578	DRMS	DRMS-BBS
For Medical Attention outside of the Facility- Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-16	Misc	DES Safety
Formal MILCON Project Request	Adobe Fillable	1771	DRMS	DES Facilities
Found in DRMO	Adobe Fillable	1841	DRMS	DRMS-OLF
Furniture Tally In Sheet	Adobe Fillable	18A	DRMS	DRMS-OLF
Guaranteed Descriptions Worksheet	Adobe Fillable	69	DRMS	DRMS-BBS
Haz Chemical Warning Label	Adobe Fillable	2522	DD	DRMS-BCP
Hazardous Chemical Warning Label - same as 2521 & 2522	Request from DLIS	2521-8	DD	DRMS-BCP
Hazardous Material/Waste Retrograde Form	Adobe Fillable	1944	DRMS	DRMS-BCP
Hazardous Property Release/COR Checklist	Adobe Fillable	1943	DRMS	DRMS-BBS
Hazardous Property Sales Referral Certification	Adobe Fillable	1920	DRMS	DRMS-BBS
Hazardous Waste Profile Sheet	Adobe Fillable	1930	DRMS	DRMS-BBS
High Bid Sales Data	Adobe Fillable	763	DRMS	DRMS-BBS
HZ Waste Log	Adobe Fillable	1712	DRMS	DRMS-BCE
Identical Tie Bid Record	Adobe Fillable	741	DRMS	DRMS-BBS
IFB Contract Completion Log	Adobe Fillable	840	DRMS	DRMS-BBS
IFB Number Register	Adobe Fillable	648	DRMS	DRMS-BBS

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Inspection sheet for Part B permit facilities	Adobe Fillable	1713	DRMS	DES-Safety
Issue Release / Receipt Document	A Fill/ETID System/Stocked	1348 1A/2	DD	
Key Control Register	Adobe Fillable	1610c	DLA	DRMS-OLF
Key Repository Accountability Record	Adobe Fillable	1610a	DLA	DRMS-OLF
Key Repository Index	Adobe Fillable	1610	DLA	DRMS-OLF
Late Removal Charge Computation	Adobe Fillable	61	DRMS	DRMS-BBS
Letter of Authorization	Adobe Fillable	1646	DRMS	DRMS-BBS
Lost Time at work - no pay - From HROC or Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-20	Misc	DES Safety
Lost Time at work - no pay- From HROC or Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-7, CA-7a, CA-7b	Misc	DES Safety
Lost, Abandoned, or Unclaimed Privately Owned Personal Property	Adobe Fillable	131	DRMS	DRMS-BBS
Manifest Tracking Log	Adobe Fillable	1683	DRMS	DRMS-P
Multiple Line Item Order Document - Non-Stock Items	Adobe Fillable	1304A	DLA	DRMS-P
Notice of Availability/Shipment	A Fill	1348-5	DD	DRMS-BBR/FMS
Notice of Award, Statement of Release Document	Stocked Continuous Feed	1427	DRMS	DRMS-BBS
Notice of Award Statement and Release - Continuation	Adobe Fillable	1427a	DRMS	DRMS-BBS
Notice of Default	DNSP System	860	DRMS	DRMS-BBS
Notice of Items Pending Award or Resolved, Sale of US Government Surplus Personal Property	Adobe Fillable	845	DRMS	DRMS-BBS
Notice to Bidders, Sale of US Government Personal Property	Adobe Fillable	879	DRMS	DRMS-BBS
Notification for Waste Restricted from Land Disposal	Adobe Fillable	1851	DRMS	DRMS-BCP
Office of Workman's Compensation - Claim Number	Dept of Labor	CA-801	Misc	DES Safety
Official Visitor's Badge	Stocked	1993	DRMS	DRMS-OLF
Operator's Inspection Guide and Trouble Report	Adobe Fillable	1731	DLA	DES Safety
On-The-Job (OTJ) Training Record		43	DRMS	
Optional Form - Permission to Remove Property	Forms Site	7	OF	DES Equipment
Order Document Non-Stock Items	Adobe Fillable	1304	DLA	DRMS-P
Order for Supplies or Services		1155	DD	DRMS-P
PCB Annual Document Log	Adobe Fillable	981	DRMS	DRMS-BCP
PCB Annual Document Summary	Adobe Fillable	981-1	DRMS	DRMS-BCP
Performance Bond	Adobe Fillable	25	SF	DRMS-BBS
PM Analysis for Recovery Sales	Adobe Fillable	984	DRMS	DRMS-BCP/BBS
Post Suspect Height Chart	Host' FP/Security	1992	DRMS	DES Security
Pre-award Site Checklist	Adobe Fillable	2006	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2007	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2008	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2009	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2010	DRMS	DRMS-BCE
Property Disposal/Reject/Advice	Adobe Fillable	917	DRMS	DRMS-OLF
Property Reutilization Communiqué	Adobe Fillable	58	DRMS	DRMS-BBR

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Public Voucher for Purchases and Services Other than Personal	Adobe Fillable	1034	SF	DRMS-RF
Public Voucher for Refunds	Adobe Fillable	1049	SF	DRMS-RF
Receipt for Accountable Property by DLA Recipients	Adobe Fillable	595	DLA	
Receipt for Accountable Property by non-DLA Recipients	Adobe Fillable	595A	DLA	
Relocating Document	Adobe Fillable	152	DRMS	DRMS-OPD
Relocating Document	Adobe Fillable	152	DRMS	DRMS-OLF/OPD
Replaced by DRMS 2000		352	DRMS	DESWI/Safety
Report of Discrepancy	Adobe Fillable	364	SF	DRMS-OPR
Report of Excess Property	N/A	120	SF	DRMS-OLF
Report of Excess/Surplus Material at Disposal Activities	DAISY System	1143	DD	OPD
Request, Authorization, Agreement, Certification of Training and Reimbursement	Adobe Fillable	1556	DD	
Requisition & Invoice/Shipping Document	Adobe Fillable	1149	DD	DRMS-RF
Respirator Use and Maintenance Record	Adobe Fillable	1976	DRMS	DES Safety
Retail Sales Tag	Stocked	198	DRMS	DRMS-BBS
Sales Referral/Property List Control Register	Adobe Fillable	36	DRMS	DRMS-BBS
Schedule of Withdrawals and Credits	Adobe Fillable	1081	SF	DRMS-RF
Scrap Breakdown	Adobe Fillable	1978	DRMS	DRMS-OPD
Scrap Tally In Sheet	Adobe Fillable	18	DRMS	DRSM-OL/BCP
Screeners Tally Request to Freeze Hold Excess/Surplus Property	AIT/Adobe Fillable	103	DRMS	BBR
Security Container Check Sheet	Fillable	702	SF	DES Security
Security Container Information	Stocked	700	SF	DES Security
Service Order	Adobe Fillable	1365	DLA	
Shipment Receipt Delivery Pass	Adobe Fillable	1367	DLA	Stocked
Signature Card	Adobe Fillable	577	DD	
Special Funding Sheet	DNISP/DAISY Local Sales/Adobe	1709	DRMS	DRSM-BBS
Spot Bid	Adobe Fillable	3	DRMS	DRMS-BBS
Standard Operating Procedures	Adobe Fillable	24	DRMS	DRMS-J
Statement of Account (Billing Document)	Adobe Fillable	915	DRMS	DRMS-BBS
Statement of Account for Liquidated Damages	DNISP System	433	DRMS	DRMS-BBS
Statement of Accounting (Billing Document)	DNISP System	915	SF	BBS
Statement of Intent	Adobe Fillable	1645	DRMS	DRMS-BBS
Statement of Intent - Foreign Excess Property	Adobe Fillable	1645-1	DRMS	DRMS-BBS
Supervisory Mishap Report	Adobe Fillable	1591	DLA	DES Safety
Supplementary Sale Information	DNISP System	63	DRMS	DRMS-BBS
Term or Multi-Shipment Recap Record	DNISP System	1583	DRMS	DRMS-BBS
Theft Warning Sign	Stocked	1988	DRMS	DES Security
Transfer	GSA Supply Catalog/Adobe Fillable	122	SF	DRMS-BBR
Unprocessed Receipts Control	Adobe Fillable	355	DRMS	DRMS-OLF
Visitor/Vehicle Register	Adobe Fillable	584	DLA	
Voucher for Transfers Between Appropriations and/or Funds	Adobe Fillable	1080	SF	DRMS-RF

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Waiver Applying to Withdrawn Property	Adobe Fillable	70	DRMS	DRMS-BBS
Waiver By Purchaser	Adobe Fillable	65	DRMS	DRMS-BBS
Weight Ticket	Stocked	146	DRMS	DRMS-OLF/BDP
Withdrawal of Property Reported For Sale Prior To Award and Property Status	Adobe Fillable	73	DRMS	DRMS-BBS
Written Appointment Spreadsheet For Demil Certifier, Verifier, And Coordinator	Adobe Fillable	2041	DRMS	DRMS-BCD

C1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

This is a procedure for writing SOPs.

PREPARATION AND FORMAT FOR STANDARD OPERATING PROCEDURES (SOP)

1. PURPOSE: To establish a uniform system for the format, preparation, submission, review and distribution of Standard Operating Procedures (SOPs) within the HQ DRMS, DSD, DRMO and Field Activity offices.
2. APPLICABILITY: These procedures apply to all SOPs - administrative, technical, and field, as prepared by anybody subject to this instruction. SOPs will be used and implemented at the lowest organizational level.
 - a. There are two categories of offices that have slightly different requirements based on their scope of impact.
 - (1) Headquarters, DRMS & DRMS-wide.
 - (2) Individual Offices & Field Activities.
 - b. There are three styles that may be used.
 - (1) Narrative.
 - (2) Template. (See Attachment 1 or 2)
 - (a) Simple or single office.
 - (b) Complex or multi-office/role involvement.
 - (3) Form. (See Attachment 3)
3. SCOPE: This SOP covers the following areas. All of them are required for the narrative style.
 - a. Headings.
 - (1) Subject.
 - (2) Number.
 - (3) Date Created or Revised.
 - (4) Reference citation or promulgating authority, as needed.
 - (5) Issuing office or Office of Primary Responsibility/Interest.

- b. Major paragraphs.
- c. Use and listing of Annexes.
- d. Review and revision.
- e. Distribution.

4. REFERENCES: DRMS-I 4160.14, Section 1, Chapter 1, paragraph C1.8.1.4.1.

5. RESPONSIBILITIES:

a. All personnel may create a SOP for use inside or outside their immediate work area or vicinity, as needed. However, all official SOPs must be controlled. Authors will:

- (1) Submit all SOPs to J-30 (DRMS-BA) for final review and publication, as appropriate.
- (2) Research applicable references pertaining to the SOPs for which they are responsible.
- (3) Ensure that all affected people are familiar with and complying with the provisions of the SOPs.
- (4) Maintain a current list of all applicable SOPs.

b. J-30 SOP Program Manager will:

- (1) Proofread and review for proper general format.
- (2) Assign control numbers to each SOP.
 - (a) Localized SOPs will be logged, assigned a unique control number and returned to the submitter for local distribution.
 - (b) Broader scope SOPs will be logged, assigned a unique control number, reformatted as needed, posted to the DRMS Intranet SOP web page and a copy returned to the submitter.
- (3) Publish final copies to the DRMS Intranet web page, for all headquarters issued SOPs and any field activity, upon request.

c. J-30 Division Chief will have overall supervision of SOP program within DRMS.

6. PROCEDURES:

All narrative SOPs prepared by DRMS will be in the following general format:

- a. TITLE: Use this SOP as an example for the Heading.

XXXXX STANDARD OPERATING PROCEDURE

- b. PURPOSE: A specific statement as to the purpose for which the SOP is published.
 - c. APPLICABILITY: To whom the SOP applies to.
 - d. SCOPE: Limitations of the SOP.
 - e. REFERENCES: Applicable references with dates of publication.
 - f. RESPONSIBILITIES: Identify specific tasks and responsibilities. Identify by position.
 - g. BODY: Utilize as many paragraphs and subparagraphs as necessary; however, keep it simple, understandable and pertinent to the given topic.
 - h. ANNEXES: Use annexes or attachments as necessary to make understanding of the SOP easier while covering the specifics of a task separately.
 - i. REVISIONS: If the SOP rescinds a particular SOP, Letter of Instruction, or policy letter, list them in a separate paragraph.
7. NUMBERING: All official SOPs must be numbered. Numbering is controlled and administered by DRMS J-30 (DRMS-BA). SOPs pertinent to all of DRMS or just the headquarters will be posted to the DRMS Intranet SOP web page. New unnumbered or uncontrolled SOPs will be submitted to J-30 and assigned a control number.
8. REVIEW: SOPs will be reviewed at least once a year. A review date will be annotated on the SOP and a copy forwarded to J-30 for file and posting to the web page.
9. DISTRIBUTION: Distribution will be to all affected sections and individuals. SOPs will be maintained in the appropriate sections with current list, original documentation and revisions, and a master list in J-30.

Approved: _____

Date: _____

1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

Attachment 1 - Template A

DRMS STANDARD OPERATING PROCEDURE

Subject:	Number:
Reference (DRMS-I or One Book Chapter):	Date Revised:
	Issuing Office:
Actions or Tasks	Assigned to: (Job Role)

Page 1 of__

Attachment 2 -Template B

Subject:		Number:
Reference (DRMS-I or One Book Chapter):		Date Revised:
		Issuing Office:
Responsibility	Step	Action

August 2011

C1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

Attachment 3 – DRMS Form 24

STANDARD OPERATING PROCEDURE		DATE	
		NUMBER	
TITLE		ORGANIZATION	
RESPONSIBILITY	STEP	ACTION	
ORIGINATOR		COORDINATION	APPROVAL

DRMS FORM 24, AUG 95 (EF)

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 1 - Monitoring the Receiving Process

A. The Forward Support Team (FST) or the operations representative from DRMS-O will divide the generators into three categories (large, medium and small) based on the quantities of usable items received.

- 1 - large generator (exceeds 5,000 LIs per QTR)
- 2 - medium generator (500-4,999 LIs per QTR)
- 3 - small generator (499 or less LIs per QTR)

B. The FST or operations representative from DRMS-O will then select two generators from each category and request by letter a random sampling of document numbers from the generator for property that was released to the DRMO during the period of the report. A sample letter is enclosed. The sampling will request no less than the following number of documents:

- 1 - large generator - 100
- 2 - medium generator - 50
- 3 - small generator - 10

C. For each document selected for the sampling, the generator should provide either 1) a photocopy of the document or 2) the DTID number, the NSN, and the quantity on the document in order to verify what was turned in to the DRMO.

D. Upon receipt of the generator's response, the FST or operations representative will perform DTID inquiries to determine if the items have been processed.

E. The source document file(s) will then be researched to ensure a completed document is maintained.

F. Receipt discrepancies will be identified and reported by letter to the generator, DRMS-O. Notify DRMS-TSP and if fraud is suspected, notify DRMS-G.

G. Maintain a separate internal control file containing, at a minimum, copies of letters to the generators, generator responses, copies of discrepancy research and notification of discrepancies. This file will be retained until physically reviewed by a DRMS Corporate Assessment Visit (CAV) team. Results of the review of this file will be documented in the team's findings. The CAV team will follow up unfavorable survey results until conditions at the DRMO are corrected. Conditions requiring correction at the generator's site will be reported to the Inspector General's office.

(SAMPLE LETTER TO THE GENERATOR)

DRMO-XXX

MEMORANDUM FOR ACCOUNTABLE OFFICER/BASE SUPPLY OFFICER/
COMMANDER/DIRECTOR GENERATING ACTIVITY

SUBJECT: Internal Control Assistance Request

Your assistance is required in reviewing the inventory management of property referred to DRMO _____ for disposal. The purpose of this control is to identify potential diversion or mismanagement of property.

Please review the records of property released by your activity to DRMO _____ for the period (beginning of previous quarter) to (ending of previous quarter) and provide this office with a list of _____ randomly selected Disposal Turn-In Document (DTID) numbers. Because of the edits in Intransit Accountability, please ensure that the total acquisition value of each DTID selected is greater than \$800.

For each of the document numbers selected in the sample provide either 1) a photocopy of the document or 2) the DTID number, the NSN, and the quantity on the document in order to verify what was turned in to the DRMO.

In your response please provide the appropriate point of contact within your organization should any discrepancies be discovered between your list and our records.

Your efforts to assist this office are appreciated.

xxxxxxxxxx Signature of
FST or Operations Staff
Member

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 2 - In-Place Receipt Memorandum of Understanding (Disposition In-Place)

Memorandum of Understanding For Receipt and Disposition In-Place

Purpose:

To establish an agreement between the Defense Reutilization and Marketing Office - _____ and the "Generator" (DOD Component/ Defense Agency (DODAAC _____) or Federal Civil Agency (AAC _____)) to provide for disposal of excess personal property received and disposed "in place" at the DOD components/Federal Civil Agency (FCA) location.

The MOA is established for specific property (listed as Attachment 1) or for any property declared excess during a specified time frame (see effective date and termination) or for a period of time, defined below.

Authority: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, or their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support. Delegation by DRMS for signature is to the DRMO Chief or his Acting Chief. This agreement will become effective on the date of the DRMO signature. DRMS contracts portions of its business under OMB Circular A76.

References:

DOD 4160.21-M, Defense Material Disposition Manual, August 1997, Chapter 3, Receipt, Handling and Accounting, allows for property to be received in place via MOU, MOA, ISA and with appropriate turn-in documentation when locally determined to be justified for economic reasons or when the DRMO is physically unable to accept property either by regulation or other restrictions.

Definitions:

Accountability. The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping. Generally, a signed receipt copy by DRMO of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability is established. Exceptions to this are 1) when the DOD Component/Federal Civil Agency has provided a letter indicating that a signed copy of the document or electronic transmission receipt is not required; or 2) a discrepancy report is not received by the DOD Component/Federal Civil Agency within 7 days.

Custody. Immediate charge, and control for the protection and safekeeping of personal property located in the custodian's physical barriers.

DRMO: The acronym for the Defense Reutilization and Marketing Office which is expanded to mean any level of organization within DRMS or its contractors.

Foreign Excess Personal Property: excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.

Hazardous Material (HM): In the United States, the definition of HM is the Department of Transportation definition, which is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101. For overseas installations,

HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document.

Inventory Adjustments: are changes made in inventory quantities and values resulting from inventory recounts and validations.

Received in Place. The term used to describe the status of property when signed for by DRMS and placed on the DRMS accountable record to expedite the disposal process and avoid unnecessary handling, but held by the Generator who is responsible for the custody, care, and safekeeping of property.

Scrap Property: Material that has no value except for its basic material content.

Usable Property: Property determined to have value, normally by type of property and classification/condition, for donation, redistribution or sale.

Responsibilities:

The Generator and DRMS jointly agree that “receipt in place” is justified for excess and foreign excess personal property generated upon signature by the DRMO.

DRMO and the Generator are responsible for establishing a list of Points of Contact (POCs) for coordination of disposal actions required for all property and key control. Both parties are responsible for updating and maintaining a current list of POCs and Key assignment information.

Both parties agree property will be labeled with a bar-coded label. The minimum requirement on the label is the DTID. Property will be labeled by one of the following options:

1. Generator will print and apply label if using ETID system
2. DRMO will print and forward to the Generator for application on the property
3. DRMO will print and apply label to the property.

The DRMO will:

- Establish accurate accountable records for property “received in-place.”
- Provide for Reutilization, Transfer and Donation screening and sales, Precious Metals Recovery, DEMIL/Mutilation, Demanufacturing and contract disposal services, as necessary.
- Ensure DRMS service contractors comply with all applicable Federal and State environmental, transportation, and safety laws and regulations.
- Arrange transportation movement from the property’s location and notify the custodian of the shipment details to include shipping date, carrier, and required documentation or provide shipment instructions for direct shipment by the Generator, using the appropriate Program Cost Code.
 - Property requisitioned by DOD customers via MILSTRIP.
 - PMRP property shipped to other DRMO locations or picked up by a refining contractor.
 - DEMIL/Mutilation-required property shipped to Federal Prison(s); if the property is packed an shipment is in excess of 15,000 lbs (or generator may wish to transport at its expense due to proximity or packaging requirements).
 - Sales “Surplus” property shipped to designated country.
- Retain accountability of property, which is not disposed of through RTDS. Hazardous property shall be processed on hazardous waste disposal service contracts, as required. Other property shall be downgraded to scrap, processed for abandonment and/or destruction (A/D), or disposed by a DRMS service contract.
- Arrange for demilitarization of property, as required. Transportation and funding decisions will be made on a case-by-case basis.

The Generator (DOD Component/Federal Civil Agency) will:

- Provide covered and/or outside storage space at no additional cost for excess/surplus property received in place.

- Be responsible for housekeeping for assigned indoor/outdoor spaces and is required to meet safety and fire standards.
- Provide for utilities and facilities maintenance for storage of excess personal property, as specified, received in place until final disposition.
- Provide physical security and prevent removal of components or parts without written approval of the DRMO.
- Provide information as to the physical location of the property and who maintains access/keys to the areas specified.
- Provide, update and maintain points of contact for coordination of disposal actions required for all property.

- Provide inventory count or allow DRMO access to perform inventory count.
- Accommodate access to the property for inspection and loading by reutilization, transfer, donation and sales customers and disposal contractors during the hours of _____ and _____, (day/s of week) _____ through _____ (day/s of week) _____ (excluding Federal holidays and days on which the installation is closed) or by appointment until final disposition of the property or termination of this agreement. The DRMS representative will contact the designated Generator point of contact(s) and provide 48-hour notification to request access for other than agreed to timeframes.
- When DRMS provides transportation arrangement information, properly package property for transport, ensure all documents are attached to the property and obtain signature of carrier. Provide documentation to DRMS.
- Allow the DRMS and its contractors access to hold "on-site" sales as needed to accomplish disposition of the excess personal property.
- Reimburse the DRMS for any service contract costs.
- Load the property, with its equipment to the DRMO-defined end user.
- Investigate circumstances surrounding a discrepancy due to the loss, damage or destruction of excess/foreign excess personal property for which DRMS has accountability, but has not assumed custodial responsibility.

Special Provisions:

- The DOD Component/FCA and DRMS *MAY* mutually agree that the inspection and quantity counts of the DOD Component/FCA are acceptable to both parties for the purpose of DRMS property accountability. Any resulting discrepancies will be treated as indicated in the paragraph below. If this special provision is instituted, both parties must sign the certification below. If the certification is not signed the DRMO must inspect and count the property.

The DOD Component/Federal Civil Agency (FCA) will investigate the circumstances surrounding a discrepancy due to the loss, damage, or destruction of excess/surplus property items for which DRMS has accountability, but has not assumed custodial responsibility. The DRMS shall provide the Generator with requested item identification and DTID copies pertinent to the lost, damaged, or destroyed items. If the investigation determines the discrepancy is due to a record keeping error, the Generator shall inform DRMS who shall prepare the property inventory adjustment document. If the discrepancy is not due to record keeping error, the Generator must prepare a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), per the criteria in DOD 7000.14-R, Volume 12, Chapter 7. The Generator must provide the DRMS a completed copy of the DD Form 200 as supportive documentation for DRMS to adjust the discrepancy in its accountable records. This action must be completed within 30 days after notification by one of the parties to this agreement of the loss, damage or destruction of the property.

- Range residue scrap. The DRMS disposal role is limited to providing sales service for range residue, except for expended brass certified to be inert. This is defined in a separate supplemental MOA that may be obtained from DRMS HQ.

- Munitions list items/commerce control list items* (MLI/CCLI) (*formerly known as strategic list items (SLI)). The DOD Component/Federal Civil Agency and DRMS will comply with requirements specified in DOD 4160.21-M, Defense Materiel Disposition Manual, and DOD 4160.28-M, Defense Demilitarization Manual. The DOD Component/Federal Civil Agency will coordinate with the DRMO to determine if

DRMS-I 4160.14
Section 4 - Supplements
Supplement 1 - Administrative Processing

MLI/CCLI will be retained in place, or transported to a designated DRMO or centralized DEMIL activity for processing.

Resolution process:

Using a team approach, any issues requiring resolution will be resolved at the installation level and DRMO level. Unresolved differences will be elevated, as necessary. Alternate dispute resolution (ADR) procedures will be used for especially troublesome disputes.

Effective date and termination:

This MOA is effective as of the date of the signature by the DRMO and will remain in effect until _____ or when amended by mutual agreement. This MOA may be terminated by either party upon 60 days written notice.

Approved:

Typed Name _____
Title: DRMO Chief

Typed Name _____
Title _____

Signature

Signature

Date

Date

Special Certification

We hereby acknowledge and certify that the initial inspection and quantity counts provided by the DOD Component, to this MOA are acceptable to both parties and that any resulting discrepancies will be resolved as indicated in the Special Provisions of this MOA.

Typed Name _____
Title: DRMO Chief

Typed Name _____
Title _____

Signature

Signature

Date

Date

KEY CONTROL:

_____ has custody of the Keys to _____
(Name and Phone No.) (Bldg)
Keys for Vehicles Received in-Place will be in the Custody of _____
(Name and Phone No.)
NSN Noun Name Type Property (usable, HP, recyclable) Building No. /Name Location

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 3 - In-Place Receipt Memorandum of Understanding - Environmental

**Memorandum of Agreement
Between
The Defense Reutilization and Marketing Office
and the
(Generating Activity)**

1. This Memorandum of Agreement (MOA) made on this ____ day of _____, 200_, between the above named DOD agencies is to provide for the establishment of a cooperation agreement for funding of hazardous material disposal.
2. Authority for MOA: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, or their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support.
3. Authority for funding: Authority for DOD generators to provide funding for HP disposal is in DOD 4160.21-M, Chapter 10.
4. Definitions:
 - a. Funded DTID means a Disposal Turn-in Document (DD Form 1348-1A) or electronic turn-in data) with:
 - (1) Valid Signal Code B in record position (cc 51)
 - (2) Valid MILSBILLS Fund Code in cc 52-53
 - (3) Valid Billing DODAAC in Block 27
 - (4) Appropriate CLIN from Disposal Contract in Block 27
 - (5) Total Cost of Disposal in Block 27
 - b. Funding of Hazardous Material Disposal means charges for hazardous material accepted by the Defense Reutilization and Marketing Service (DRMS) shall be equal to the disposal costs specified in the applicable agreement (e.g., disposal service contract) with the commercial contractor performing the disposal effort. However, as an exception to previous guidance, turn-in activities shall not be charged for those items for which disposal costs are not normally incurred.
 - c. RTDS means any line item issued to DOD, Federal Agencies, Donees, or Sold to the public
5. Purpose: The purpose of this MOA is to establish policies, principles, and procedures under which the DRMO and the generating activity will cooperate in implementing the funding procedures for the disposal of hazardous property.
6. General Provisions: The parties to this MOA agree to the following:
 - a. The DRMO will:
 - (1) Provide the generating activity a copy of all DTIDs or a list of DTIDs that have survived RTDS, to serve as notification of the requirement to convert the original source document to a funded DTID.
 - (2) Share information on any new policies or procedures concerning funding of hazardous material.

(3) Respond to any funding issue or questions asked by the generating activity. DRMO point of contact is _____ or _____

b. The generating activity will:

(1) Upon receipt of the notification DTID, respond in person within five (5) working days to convert the original source document to a funded DTID.

(2) Share information on any new policies or procedures concerning funding of hazardous material.

(3) Respond to any funding issues or questions asked by the DRMO. Turn-in activity point of contact is _____ or _____.

7. Reviews, Revision, Modification, or Cancellation:

a. This MOA shall be reviewed annually by each party to evaluate its effectiveness and determine what changes are needed, if any.

b. This agreement is subject to modification or cancellation as required in accordance with the following:

(1) Request for modification will be forwarded by one party to the other by written notice at least thirty (30) days prior to the effective date of each modification.

(2) Notification of the intention of either party to cancel the Agreement prior to the period shown in this MOA will be by written notice to the other party at least sixty (60) days in advance of the proposed date of cancellation.

c. This agreement will be reviewed annually sixty (60) days prior to the end of the fiscal year for any changes or modifications.

8. Effective Date and Termination Date: This MOA is effective as of the date of the last signature below and will remain in effect until amended by mutual written agreement or until terminated, except that the termination date will be no later than three (3) years from the effective date of the agreement.

(DRMO Chief Signature)

(Activity Cmdr/Authorized Representative)

Date: _____

Date: _____

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 4 - Memorandum of Understanding (MOA) (Regarding Range Residue)

**Memorandum of Agreement
Between the
Defense Reutilization and Marketing Office
and the
(Generating Activity)**

References:

- a. DOD 4160.21-M, Defense Materiel Disposition Manual.
- b. DOD 4160.28-M, Defense Demilitarization Manual.
- c. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives.

This agreement between Defense Reutilization and Marketing Service and (Commanding Officer, Address) provides for the disposal processing of Range Residue materials.

MPPEH incidents pose a significant safety threat to all parties involved in the disposal of Range Residue material. (Cite Specific Activity) and Disposal Activity at _____ agree to work cooperatively and in good faith to carry out the purpose of this Agreement. Each will direct their subordinate personnel to adhere to the terms of this agreement and ensure SAFETY remains paramount.

- a. Disposal Activity at _____ will provide sales service to the generating activity.
- b. (Cite Specific Activity) will retain accountability and custody of Range Residue material.

(Cite Specific Activity, Address) agrees to:

- a. Provide a central collection point and work space at site for residue. Ensure material is segregated in accordance with paragraph e. below.
- b. Provide physical security. Will have overall responsibility for the security of the material as to safeguarding and protecting from damage or theft in accordance with reference c.
- c. Provide a complete list of all types of fired ordnance and targets/target material used on range(s).
- d. Provide point of contact; name, rank organization and telephone number.
- e. Segregate residue into Group 1A, Group 1B and Group 2 in accordance with reference a.
- f. Provide technically qualified personnel to inspect residue and sign the DD Form 1348-1A, certifying applicable range residue as safe and/or inert in accordance with reference a. Certification is required for all material removed from the range.

NOTE: If necessary, specify times that technical personnel will be available (e.g.: 0700 - 1700 weekdays (except on Federal holidays).

- g. Provide for quality assurance inspection, certification, and venting (where applicable) by U.S. Army Corps of Engineers (Ordnance Disposal/Safety).
- h. Provide technically qualified personnel for quality assurance inspection at designated collection site to re-certify Range Residue material prior to property being loaded into the contractor's conveyance.

- i. In coordination with the Disposal Activity Demilitarization Coordinator, identify material that requires demilitarization and the appropriate methods of demilitarization. Segregate demilitarization required property from non-demilitarization required property and provide qualified personnel to certify and verify demilitarization has been accomplished.
- j. Ensure that all demilitarization, declassification or mutilation is accomplished prior to releasing material to the contractor. For property that has been demilitarized during the collection process, provide a demilitarization certificate at the time of referral.
- k. Provide qualified personnel to certify range residue contains no radioactive residue and ensure that all material is radiation checked prior to being loaded into the contractor's conveyance. Each load will be certified as radiation checked.
- l. Provide escort service to potential customers during the hours of inspection.
- m. Prepare a DD Form 1348-1A (containing the appropriate radiation check, demilitarization, declassification and safe/inert certifications) and weight ticket for each load of material removed.
- n. If officially designated as the Contracting Officer's Representative or authorized releasing official, prepare DLA Form 1367, Shipment Receipt/Delivery Pass for each load of material released.
- o. A certification as required by reference a will be provided with the DLA Form 1367 for M151 jeeps, Gamma Goats, GOERS, or other material required to be destroyed and/or mutilated by DOD Directives or Instructions (other than demilitarization) included in the range residue.
- p. Assign two Weigh Masters, primary and alternate, who will escort contractor vehicle(s) to scale for outweighing.
- q. Be responsible for re-inspection, re-certification, retrieval, accountability and custody of material which has been identified as containing live ordnance and/or radioactive material before or after sales removal.
- r. At the time of award and prior to the removal of any material, local EOD or other qualified individuals will provide a briefings to the purchaser and DRMO personnel regarding the types of ordnance being disposed of, recognition and identification of associated hazards and response/actions to be taken in the event that live or suspected live MPPEH is discovered during removal or at the contractor's site. An illustrative guide of the ordnance, including explosive color-coding, will be provided to the contractor.

Disposal Activity at _____ agrees to:

- a. Receive documentation and weight ticket from generating activity regarding property to include: DD Form 1348-1A (with radiation check, safe/inert, demilitarization and declassification certifications, as appropriate) and DLA Form 1367, Shipment Receipt/Delivery Pass (when applicable), for each load removed.
- b. Provide assistance and guidance for identification of property requiring further demilitarization/mutilation.
- c. **(NOTE: This paragraph to be written dependant upon the type of sale.)** Provide sales assistance for range residue which may be offered on a _____ (state type of sale). Determine the terms and conditions of sale such as: hours of inspection or appointment only; 48 hours advance notice prior to pickup; loading hours; Performance Bond equal to 50% of projected bid price; etc.
- d. Accountability will be through a wash-post transaction from weight tickets, to include a running total of tonnage removed. Disposal Activity at _____ will receive copies of certified weight tickets, DD Forms 1348-1A and/or DLA Forms 1367 with proper certification acknowledging receipt and release of property. The receipt and release of property will be recorded in the DAISY inventory.

e. Provide technical assistance in identifying property requiring demilitarization or mutilation and the appropriate methods of demilitarization/mutilation. Review demilitarization/mutilation performance to ensure adequacy and compliance with references a. and b. above.

Termination: This Agreement shall remain in effect until 365 days beyond completion of the contract. The party proposing to terminate the Agreement shall furnish the other party with a written notice sixty (60) days prior to effective date.

_____ (Base Commander)	_____ (DRMS Commander)
_____ (Title)	_____ (Title)
_____ (Date)	_____ (Date)
_____ (Generating Activity)	_____ (FST/Disposal Activity Manager)
_____ (Title)	_____ (Title)
_____ (Date)	_____ (Date)
	_____ (Demilitarization Coordinator)
	_____ (Date)

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 5- Federal Civil Agency - MOA

MEMORANDUM OF AGREEMENT

BETWEEN

DLA DISPOSITION SERVICES

AND THE

[REPLACE WITH THE FEDERAL CIVIL AGENCY'S FULL NAME]

REFERENCES:

- Department of Defense (DoD) 4000.25-1-M, Military Standard Requisition and Issue Procedures (MILSTRIP)
- DoD Manual, DoD 4160.21-M, Defense Materiel Disposition Manual
- DoD 4160.28-M, Defense Demilitarization Manual
- DoD 7000.14, Financial Management Regulation, Volume 11B
- DODI 4000.19, Interservice and Intragovernmental Support
- DLA Disposition Services-I 4160.14, DLA Disposition Services Operating Procedures, as outlined in this Memorandum
- Federal Acquisition Regulation (FAR), current edition Federal Property Management Regulation, CFR 41, Chapter 101
- OMB Circular A-76 Revised

AUTHORITY/BACKGROUND: This intergovernmental agreement is entered into pursuant to Title 31 United States Code (USC) Section 1535 and Department of Defense Instruction, DoD-I 4000.19, Interservice and Intergovernmental Support. Authority to execute this agreement on behalf of the agencies to this agreement is vested in the respective Heads of both agencies, or by their designated representatives. The **FCA NAME HERE** has made all the necessary determinations required by 31 USC Section 1535. Authority of the DLA Disposition Services to provide disposal services resides in the DoD 4160.21-M, Defense Materiel Disposition Manual, Chapter I, Paragraph B1, Scope and Applicability. This agreement will become official and effective on the date the DD Form 1144 is signed by DLA Disposition Services, _____ (DLA Disposition Services will fill in upon being signed). Recurring costs will also be documented on the DD Form 1144.

PURPOSE: To establish an agreement between DLA Disposition Services, the supplying agency, and **FCA NAME HERE**, herein after referred to as (**FCA ACRONYM**), the receiving agency, to include hazardous property, when authorized by DLA Disposition Services, on a reimbursable basis.

FCA ACRONYM verifies by signing this MOA that no terms in this MOA have been changed before submitting to DLA Disposition Services.

Supplement 1 - Administrative Processing

PROVISIONS: The **FCA ACRONYM** non-hazardous personal property will be processed through the DLA Disposition Services system in the same manner as DoD property. However, DLA Disposition Services will reserve the right to refuse any turn-in due to workload/resource constraints if support would seriously impair the Defense Logistics Agency (DLA) mission for DoD.

DLA Disposition Services will provide DEMIL-required disposal support pursuant to the provisions of DoD 4160.28-M.

DLA Disposition Services will provide hazardous waste disposal contract support pursuant to the provisions of the Federal Acquisition Regulations, when authorized. In the event of termination, FCA ACRONYM will be responsible for commitments extending beyond the effective date of termination, which DLA Disposition Services, in the exercise of due diligence is unable to cancel. Hazardous property will be processed through the DLA Disposition Services system in the same manner as DoD hazardous property; however, DLA Disposition Services will reserve the right to refuse any turn-in due to workload/resource constraints, if support would seriously impair the DLA mission for DoD.

REIMBURSEMENT: Reimbursement for services will be based on the DLA Disposition Services Transaction Activity Billing (TAB) rates. These rates are available on the DD Form 1144 from the DLA Disposition Services web site. The DLA Disposition Services will bill and the FCA ACRONYM agrees to pay all costs for services rendered within 30 days from billing. Billings, to include contract line item number (CLIN) and administrative, services costs, costs added to the contract for required additional pick up points, will be processed quarterly.

TURN-IN PROCEDURES:

- DoD standard turn-in procedures, as outlined in DoD 4000.25-M-1 and DoD 4160.21-M, will be used. This information can also be obtained on the DLA Disposition Services web site under Military/Government Turn-ins (<http://www.drms.dla.mil/turn-in/usable/index.shtml>). Advance notification of turn-in to DLA Disposition Services will be required. Property shall normally be turned in as individual line items; however, batch lotting by Federal Supply Class (FSC) of items with a combined acquisition value of up to \$800.00 is permitted.
- DLA DISPOSITION SERVICES MAY NOT ACCEPT FROM **FCA ACRONYM** (EITHER PHYSICALLY OR ON ITS ACCOUNT) ANY PROPERTY THAT IS LISTED AS EXEMPT FROM TURN-IN BY DOD ACTIVITIES ACCORDING TO DOD 4160.21-M, CHAPTER 3.

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DEFINITIONS:

Accountability: The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control, while the person who has possession is responsible for custody, care and safekeeping. A signed receipt copy by DLA Disposition Services of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability for FCA hazardous property is transferred to the DLA Disposition Services.

Batchlot: A container (standard tri-wall, box pallet, etc.) of property assigned the same FSC. Batchlots may not have a combined acquisition value of more than \$800.

Clean Air Act (CAA): A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances and other air pollutants.

Classified Material: An item, which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.

Custody: Immediate charge, and control for the protection and safekeeping of personal property located in the custodian's physical barriers.

Disposal Turn-In Document: The DD Form 1348-1A or DD Form 1348-2, which is utilized for all property turn-ins, regardless whether the property is physically turned in to the DLA Disposition Services, or whether the property is stored at the FCA.

Excess Personal Property: Any personal property under the control of any Federal agency, which is not required for its needs, and the discharge of its responsibilities, as determined by the head thereof.

Federal Civil Agency (FCA): Any non-defense executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and The Architect of the Capitol and any activities under his direction. The term FCA, in this document, refers to the receiver of the disposal service.

Foreign Excess Personal Property: Excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.

Hazardous Material (HM):

a. Any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All hazardous materials appear in the Hazardous Material Table (HMT) found at 49 CFR 172.101.

b. Any item identified as HM by the Occupational Safety and Health Administration (OSHA), the Toxic Substances Control Act (TSCA), or by any other Federal, State or local agency or regulation.

Hazardous Substance (HS):

a. Any HM that requires a report to the National Response Center when spilled. A list of reportable quantities can be found at 40 CFR 302.4 and 49 CFR 172.101, Appendix A.

b. For identification purposes during transportation, a HS is further defined as a material, including mixtures and solutions, that is included in the Appendix to the HMT, found at 49 CFR 172.101, which meets or exceeds the reportable per container quantity listed in the HMT appendix.

Hazardous Waste (HW):

a. Any property that is regulated under the RCRA or State regulation as a hazardous waste. From a practical standpoint, if an EPA/State waste code (40 CFR, Subpart C and Subpart D) can be assigned, Section 4, Supplement 1

then the item is defined as a hazardous waste.

b. Before an item can be classed as a hazardous waste, it must first be a solid waste. A solid waste is defined at 40 CFR Part 261.2 as essentially any discarded material, in any physical state (solid, liquid, gas or combinations).

c. A solid waste, to be hazardous waste, must be listed on one of the four lists found at 40 CFR 261, Subpart D or be a characteristic waste, as found at 40 CFR 261, Subpart C.

Inventory Adjustments: are changes made in inventory quantities and values resulting from inventory recounts and validations.

Line Item: A single line entry on a reporting form (DD Form 1348-1a or DD Form 1348-2), which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

Personal Property: Any property, except real property, of the Federal Government.

Radioactive material: *Any material or combination of materials, which spontaneously emits ionizing radiation.*

Resource Conservation and Recovery Act (RCRA): The law that provides for solid waste management of both household and municipal type wastes. Establishes a system for controlling hazardous waste from the time it is generated until its ultimate disposal (cradle to grave), as implemented in 40 CFR 260-282.

Responsibility for Property: The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.

Scrap Property: Material that has no value except for its basic material content.

State Regulated Wastes: If a waste is neither listed, nor exhibits a characteristic (40 CFR 261), an individual State may still regulate it as a hazardous waste. The EPA has provided for States that have a program equivalent to Federal RCRA standards to receive RCRA Authorization. This authorization allows the State to manage the hazardous waste program.

Toxic Substances Control Act (TSCA): The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary. Polychlorinated Biphenyls (PCBs) are regulated by USEPA under TSCA and 40 CFR 761.

Usable Property: Property determined to have value, normally by type of property and classification/condition, for donation, redistribution or sale.

RESPONSIBILITIES:

The DLA Disposition Services will:

- Establish accurate accountable records to properly identify the **FCA ACRONYM** property and determine the best method of disposition.
- Physically receive excess usable and scrap property, except hazardous materials or waste, unless a written agreement is made for “receipt in place” on a case-by-case basis.
 - DLA Disposition Services are not authorized to batch FCA property.
 - DLA Disposition Services may receive FCA-generator batches.
 - DLA Disposition Services may refuse FCA turn-ins using the same criteria for DoD rejects, e.g., documentation not correctly filled out, property not normally authorized for DLA Disposition Services disposal, or usable property coded as scrap.
- Provide for all methods of disposition that are provided to DoD customers:
 - Reutilization screening to DoD agencies.
 - Exception: **FCA ACRONYM** property will not be made available to those special program organizations, who, because of enabling legislation, may only obtain DoD excess (e.g. HAP, Law Enforcement Support Office, Educational Activities, Regional Equipment, etc.).
 - Transfer screening to other Federal agencies and donation screening to eligible donees.
 - Provide sales service to the general public, either through agency sales service or through commercial venture.
 - Resulting proceeds will be deposited to the General Treasury Receipts, 97R2651.
 - When identified in the MOA, provide for **FCA ACRONYM** hazardous material that fails or is ineligible for Reutilization, Transfer, Donation or Sales to be discarded as a waste via commercial service contract for hazardous materials and wastes.
 - CLINs include management services such as testing for identification, cleanup, profiling, sampling, removal, as well as ultimate disposal CLINs.

- Provide CLIN listing(s).
- Provide the hazardous waste data residing in the DLA Disposition Services HW contract database as needed for RCRA reporting via the Environmental Reporting System (ERS).
- Provide for Abandonment or Destruction (A or D) disposition, in accordance with DoD 4160.21-M, Defense Disposition Manual, Chapter 8.
- Provide for Demanufacturing Support. DLA Disposition Services will provide contract services at established CLIN rates in the service contract. In the event the property contains any hazardous components that are not covered under the demanufacturing contractor's hazardous waste disposal, the components will be disposed and billed at the UD CLIN rate.
- Demilitarization/Mutilation Support. DLA Disposition Services will process demilitarization-required property and property which may require export controls in accordance with DoD regulation. DLA Disposition Services will provide this service at the TAB rate established. Property requiring demilitarization may be shipped to an alternate location either by DLA Disposition Services or by **FCA ACRONYM**. These charges are included in the TAB rates.
- Bill the **FCA ACRONYM** through the electronic Intergovernmental Payment and Collections (IPAC) System.
 - Administrative costs will be billed quarterly.
 - DLA Disposition Services will bill for established service CLINs, which may include waste disposal, demanufacturing, and management services as identified by this MOA, quarterly.
- Adjust the billing rates periodically. The DD Form 1144 will be modified accordingly.

The FCA ACRONYM will:

- Execute an annual Economy Act Order (EAO) with DLA Disposition Services Comptroller, to establish financial transactions, which must be renewed on October first, of each year.
- Pay for services rendered.
 - Two months prior to the EAO's expiration, the **FCA ACRONYM** will notify DLA Disposition Services J-30 whether continued services are desired.

Supplement 1 - Administrative Processing

- The **FCA ACRONYM** will continue payments until all property that was received within the fiscal year has been processed, even when the EAO has expired.

NOTE: If the EAO has not been re-established, DLA Disposition Services will discontinue receipt of property.

The FCA ACRONYM agrees to:

- Schedule turn-ins with DLA Disposition Services and be responsible for delivering the property to DLA Disposition Services, both usable and scrap.
- Will utilize DoD standard procedures for turn-in, receipt and handling of excess property, to include/not include hazardous property, utilizing the Form 1348-1A or 1348-2, DTID.
 - Identify the **FCA ACRONYM** property using officially assigned Federal Agency Address Code (AAC). The first position of the AAC begins with 1 – 9.
 - The DTID must contain an “XP” funding code in blocks 52 and 53 and a Disposal Authority Code of “F” in position 64.
 - Hazardous property documents must contain the required information found in DoD 4160.21-M, Chapter 10.

Note: The In-Transit Control requirements of DoD 4000.25-M-1 are not applicable to Federal Civil Agency turn-ins.

- Ensure that no radioactive material/waste or other excluded hazardous property is turned-in to the DLA Disposition Services.
- Batch lot property by FSC, with a combined acquisition value of up to \$800 under the rules of generator batch lots, in DoD 4160.21-M, Defense Material Disposition Manual, Chapter 3.
- Cover costs associated with substantiated sale contracts claims, if negligence or fault is established.
- Follow the DLA Disposition Services established procedures when inventory discrepancies surface for property that the **FCA ACRONYM** is designated the custodian. The **FCA ACRONYM** will research and provide a report of the lost, damaged, or destroyed property. Procedures contained in accordance with DoD 7000.14-R, Vol 12, Ch 7, Financial Liability for Government Property Lost, Damaged, or Destroyed and DLA Disposition Services-I 4160.14, Chapter 2.

Supplement 1 - Administrative Processing

- If hazardous property disposal service is required by the MOA, define disposal service requirements for hazardous waste disposal and provide a yearly estimate of hazardous waste streams that may be generated and placed on DLA Disposition Services disposal service contracts.
 - Cover costs associated with substantiated contracts claims, if negligence or fault is established.
- If hazardous property disposal service is required by this MOA, maintain physical custody of hazardous property.
- If hazardous property disposal service is required by this MOA, provide a designated **FCA ACRONYM** representative to act as a Contract Officer Technical Representative (COTR) during pickup of hazardous property, and who will be trained and authorized to release property for shipment, including signing shipping documents. (See Department of Transportation (DoT) 49 CFR 172 Subpart H, Training.)
- Reimburse DLA Disposition Services for A or D - related services.
- Pay for all transportation charges incurred when shipping property to the DLA Disposition Services. Shipment charges will be based on direct shipment of Bill of Lading (BOL) or percentage of cross dock loads based on pallets turned in on Commercial Bill of Lading (CBL).
- Continue to turn-in precious metals-bearing property at no charge in support of the DoD Precious Metals Recovery Program (PMRP). **However those agreements are not covered in this MOA, but under separate Interservice Support Agreements (ISA).**

LIABILITY PROVISIONS:

A signed receipt copy by DLA Disposition Services of the DD Form 1348-1A, DTID, is the point at which accountability for AAFES hazardous property is transferred to the DLA Disposition Services (IAW DoD 4160.21-M, Chapter 3).

Pursuant to the terms of DLA Disposition Services hazardous waste disposal contracts, DLA Disposition Services disposal contractors are responsible for spills or leaks during the performance of their contracts, which result from the actions of the contractors' agents or employees.

Should any DLA Disposition Services hazardous waste disposal contractors' actions on behalf of **FCA ACRONYM**, under the auspices of this MOA, result in a notice of potential liability to DLA or **FCA ACRONYM** under the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq., or any other provision of Federal or State law, immediate notification will be provided to DLA Disposition Services or **FCA ACRONYM**. If DLA Disposition Services' environmental liability is not funded from the Judgment Fund, **FCA ACRONYM** will be accountable for that portion of environmental response costs for which it may be held liable, based on equitable considerations, including volume contributed. **FCA ACRONYM** will be accountable for costs, including costs associated with statutory or regulatory violations, arising from improperly identified or packaged wastes arising from **FCA ACRONYM** acts or omissions.

Supplement 1 - Administrative Processing

Termination. **FCA ACRONYM** will be responsible for commitments extending beyond the effective date of termination, which DLA Disposition Services, in the exercise of due diligence, is unable to cancel.

No provision of this MOA shall be interpreted or construed to require that funds be obligated or paid in violation of the Anti-Deficiency Act, 31 U.S.C. 1341, or any other provisions of law.

RESOLUTION PROCESS:

*Using a team approach, any issues requiring resolution will be attempted at the turn-in activity and DLA Disposition Services level. Disputes that cannot be resolved will be elevated to the next corresponding level of the **FCA ACRONYM** and the DLA Disposition Services. If necessary, alternative dispute resolution (ADR) will be used for especially troublesome disputes.*

TERMINATION:

This MOA shall remain in full force and effect indefinitely from the date specified in paragraph 2 of this MOA, unless the EAO has not been received. If the EAO has not been received by October first of each year, the MOA will be terminated.

*This MOA may be terminated by either party giving a 180-day termination notice to the other. During that period, the **FCA ACRONYM** agrees to reimburse services rendered and pay rates indicated on the DD Form 1144 for property accepted.*

Signature of FCA Approving Official:

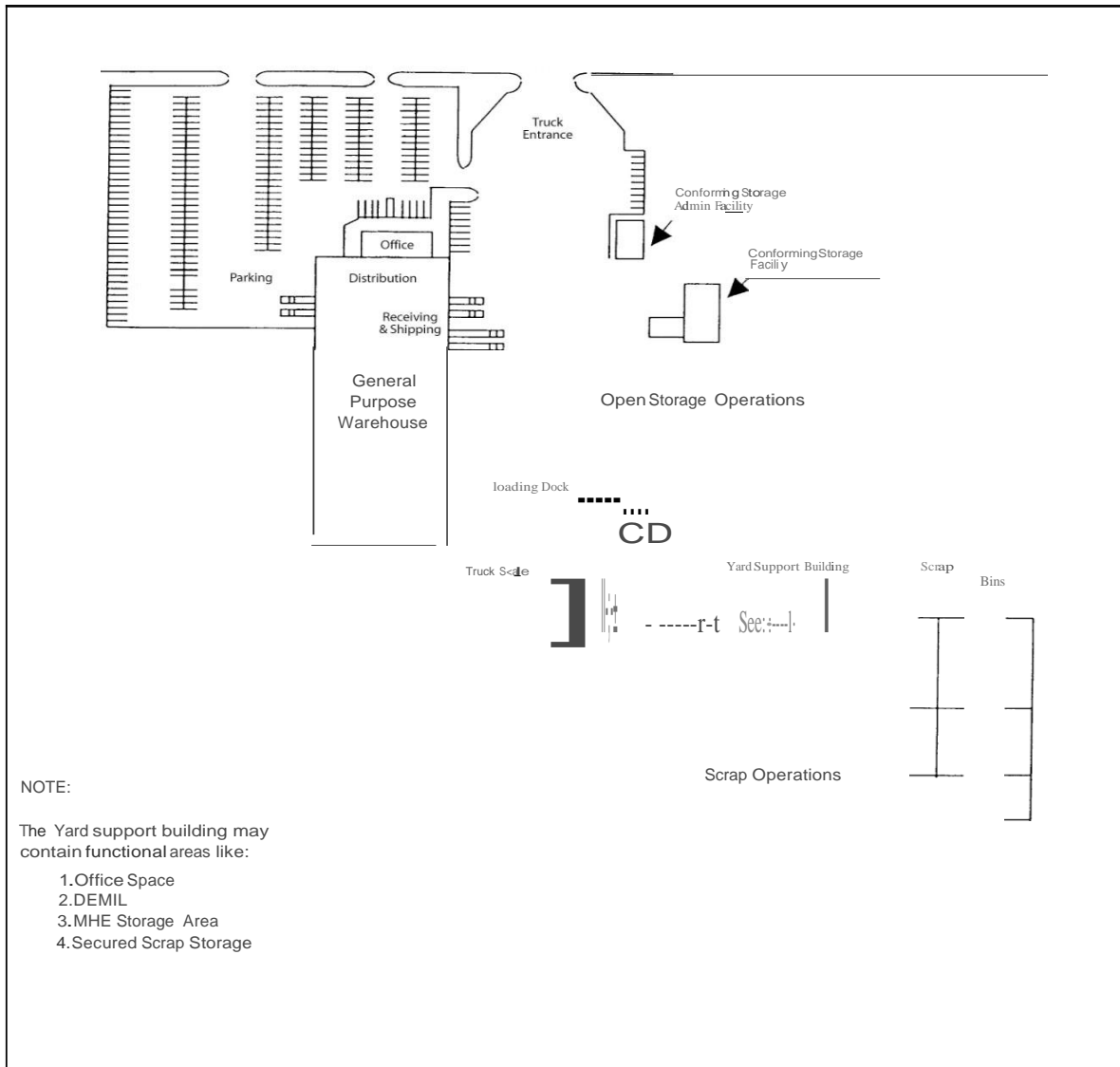
Type/Print Name & Title of Approving Official

Date:

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 1 - Model DRMO Layout



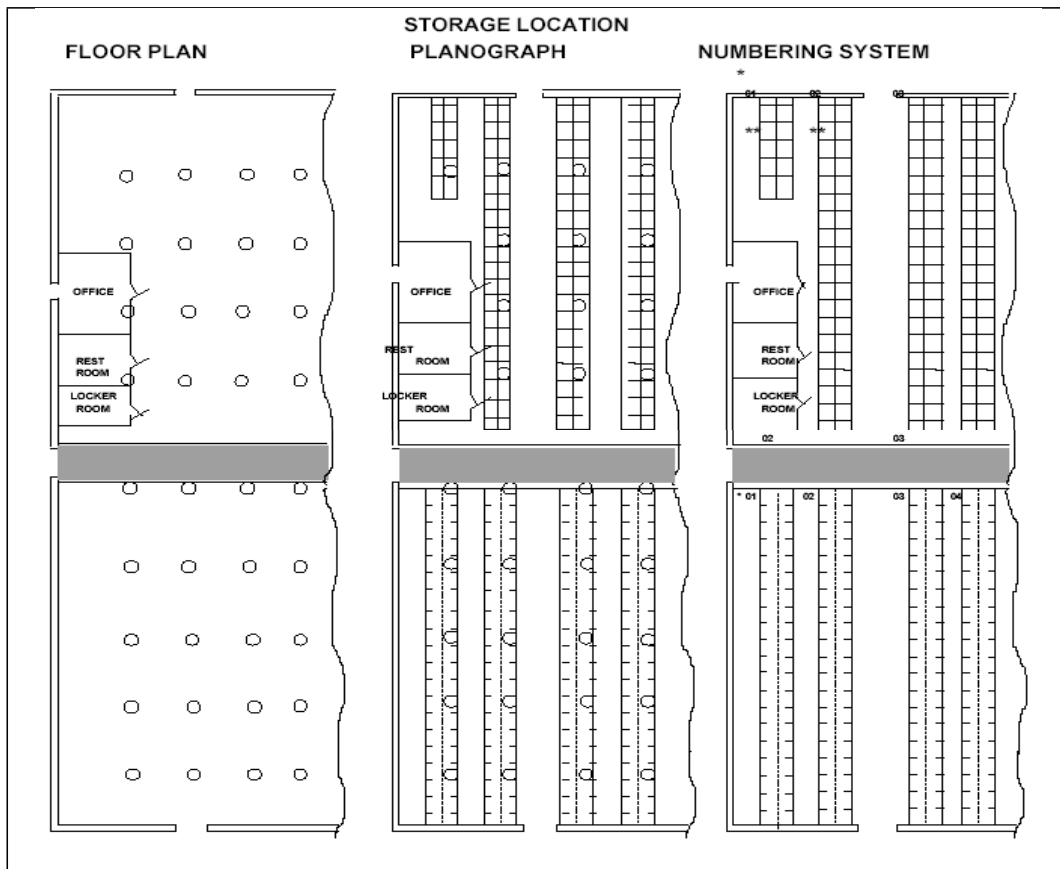
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 2 - Planograph

*For typing purposes these numbers are shown right side up.

**Individual bays are numbered right side up as the bay is faced.



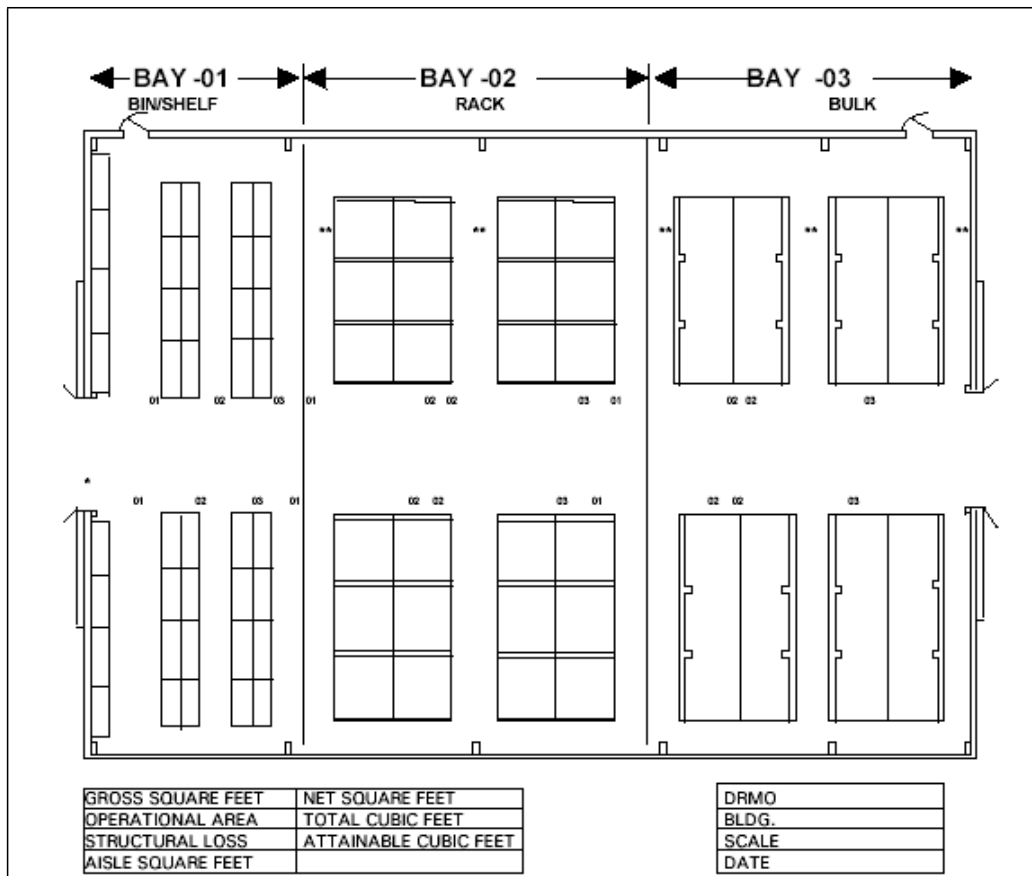
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 3 - Interior Building Layout Example

*For typing purposes these numbers are shown right side up.

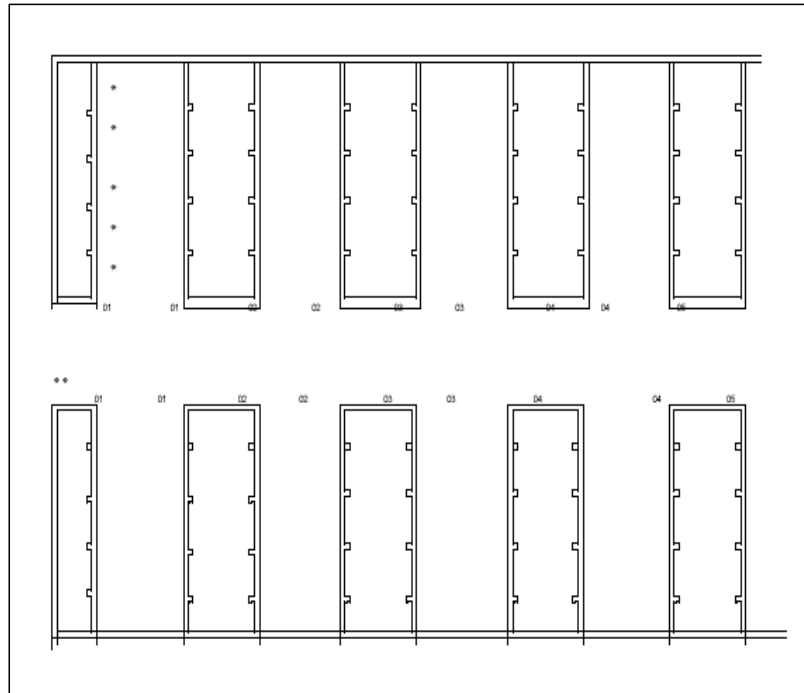
**Individual bays are numbered right side up as the bay is faced.



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

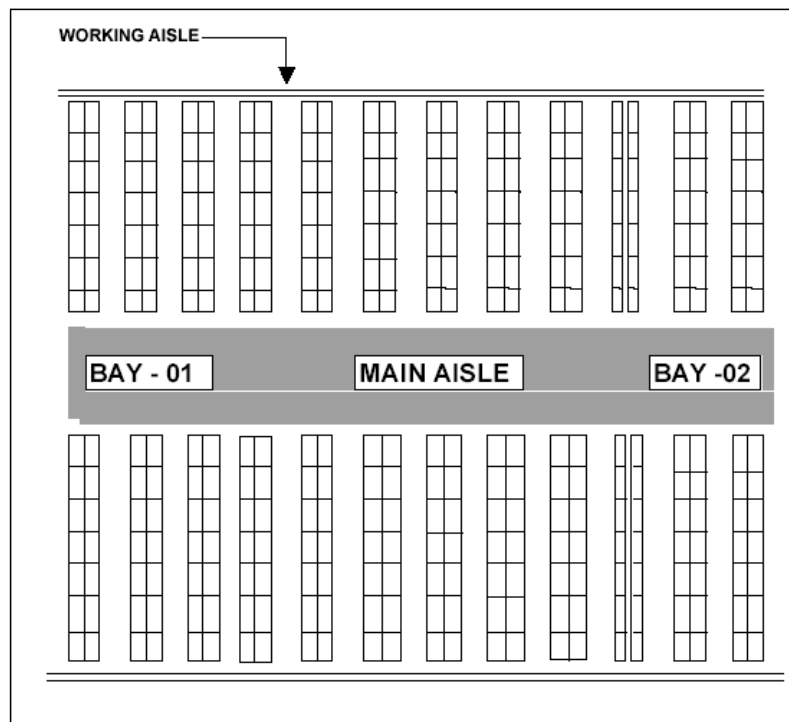
Attachment 4 - Interior Building Bulk Layout Example



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 5 - Interior Bin/Shelf Storage Example



NOTE: RACKS 1 ½ " X 3 " - WORKING AISLES 2 ½ " WIDE - MAIN AISLE 8 "

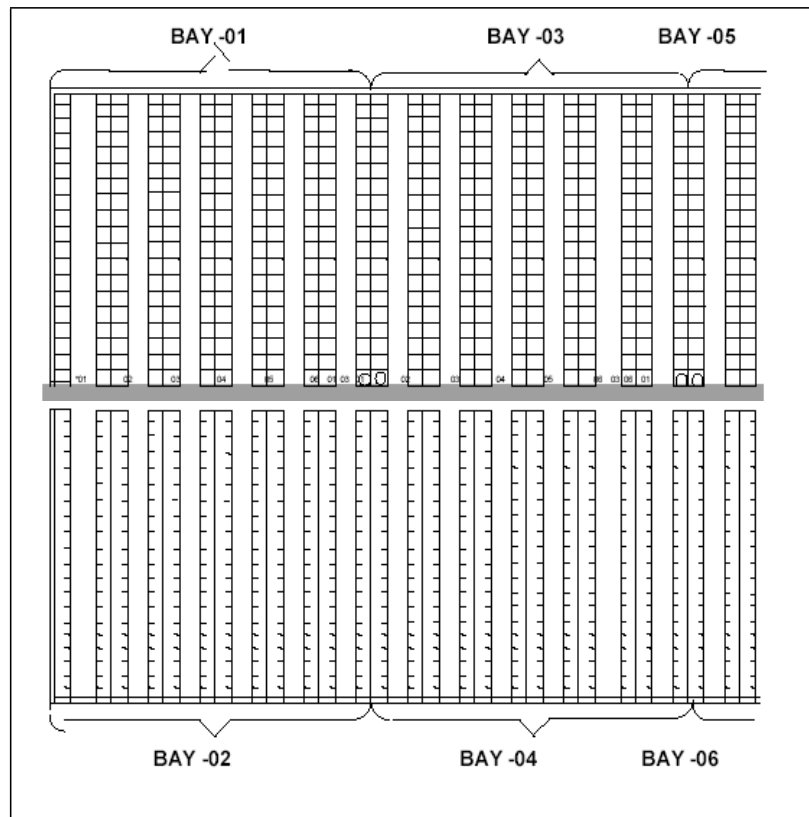
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 6 - Multi-Bay Warehouse Example

*For typing purposes these numbers are shown right side up.

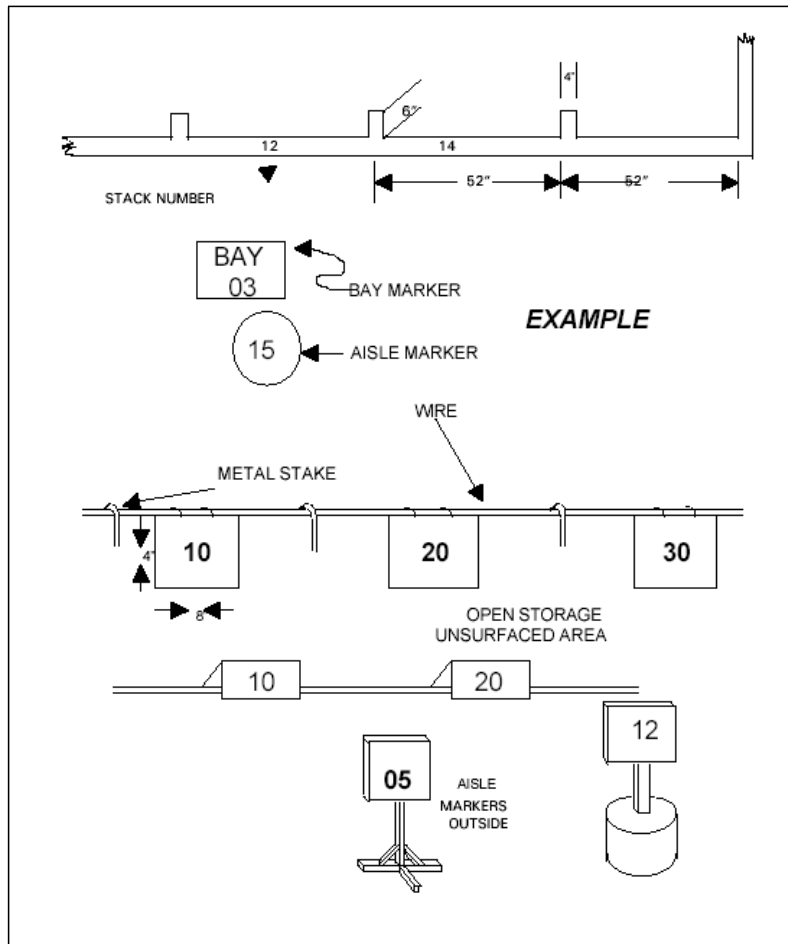
**Individual bays are numbered right side up as the bay is faced.



C2. GENERAL OPERATIONS GUIDANCE

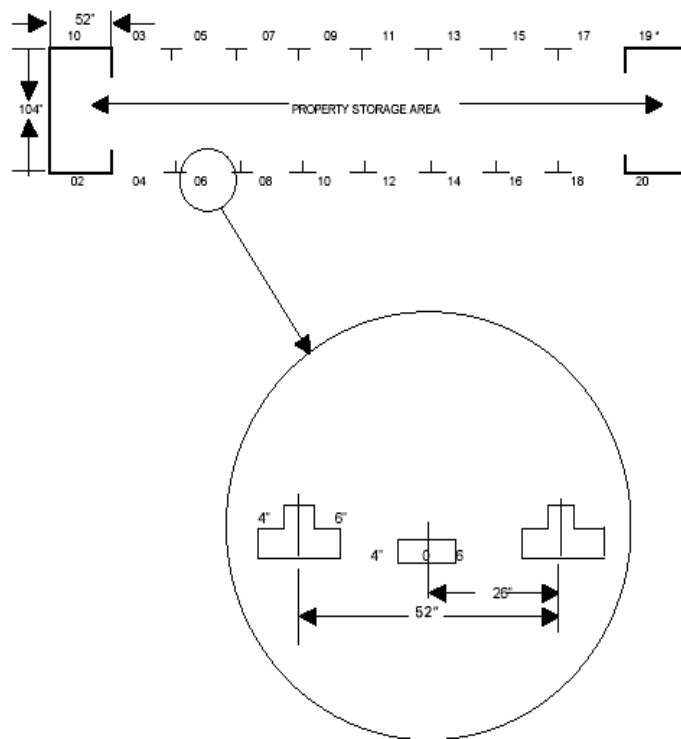
Enclosure 6 - DRMO Layouts

Attachment 7 - Striping and Numbering Techniques



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts Attachment 8 - Alternative Striping Technique



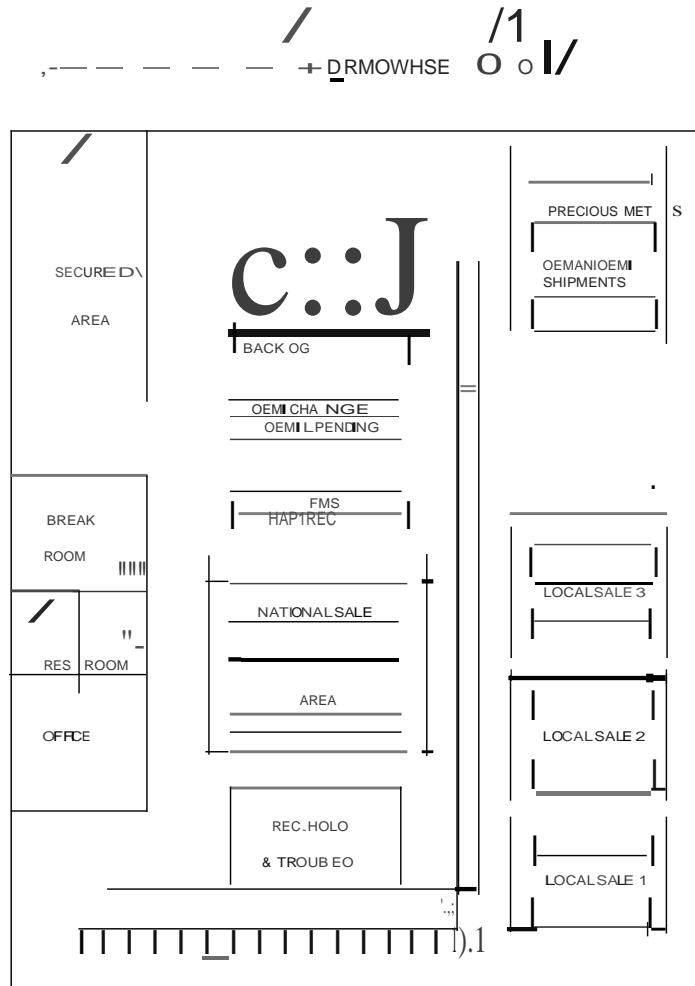
T-shaped grid perimeter markings, as depicted above, may be utilized in bulk storage areas where justifiable by local conditions. Markings will conform to dimensions shown in insets.

*For typing purposes, these numbers are shown reverse to what they would be on the actual warehouse floor (upside down).

C2. GENERAL OPERATIONS GUIDANCE

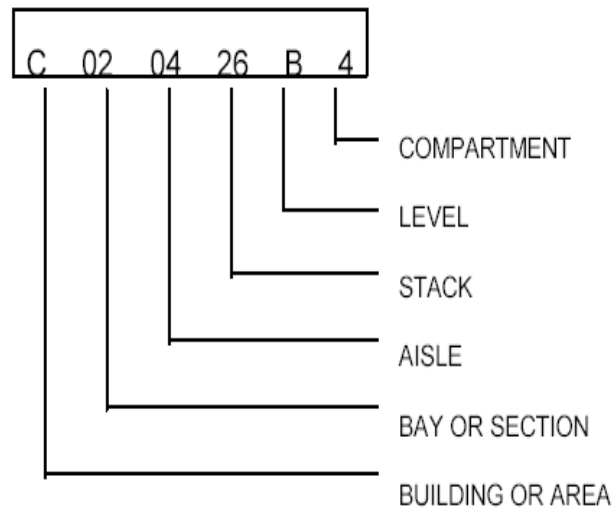
Enclosure 6- DRMO Layouts

Attachment 9 • DRMO Warehouse Explosion Diagram



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts Attachment 10 - DRMS Location Numbering System

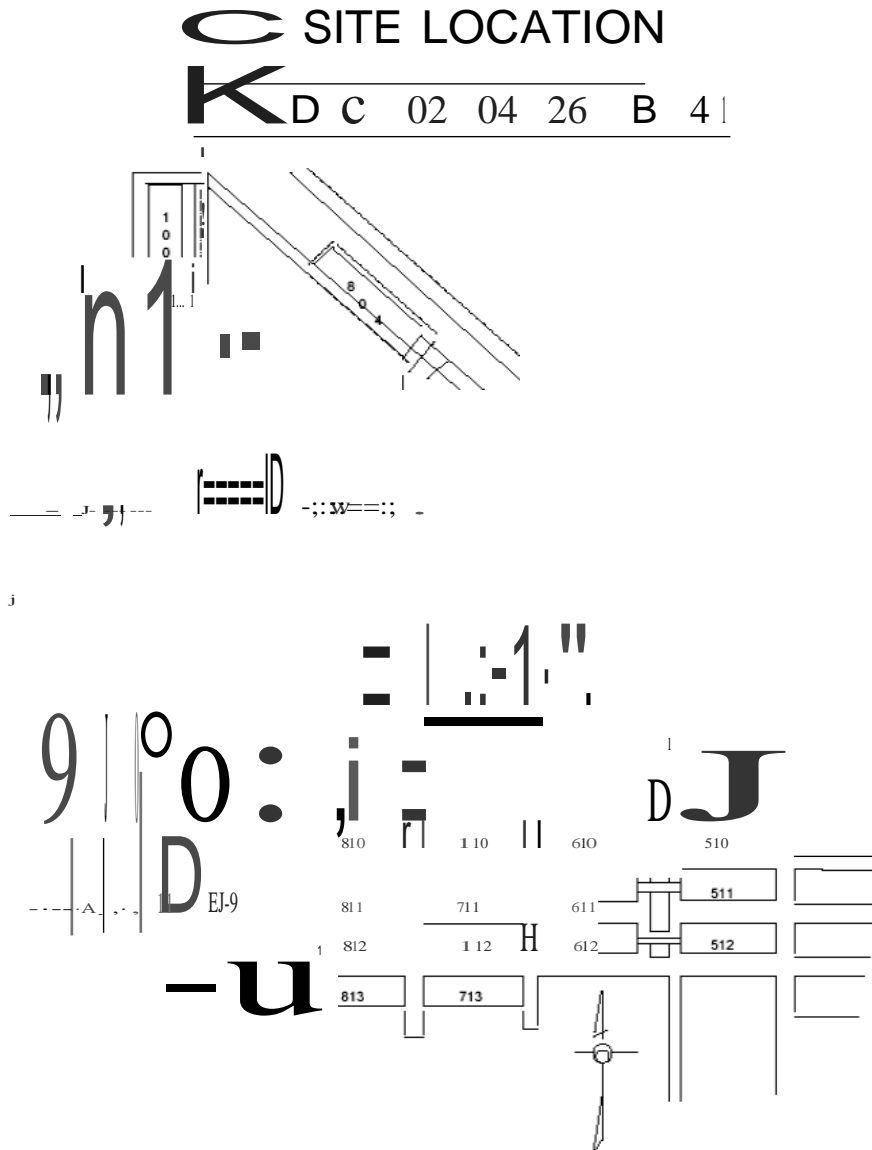


NOTE: The letter "L" may not be used for identifying a building or area.
This number is input to the property accounting system.

C2.GENERAL OPERATIONS GUIDANCE

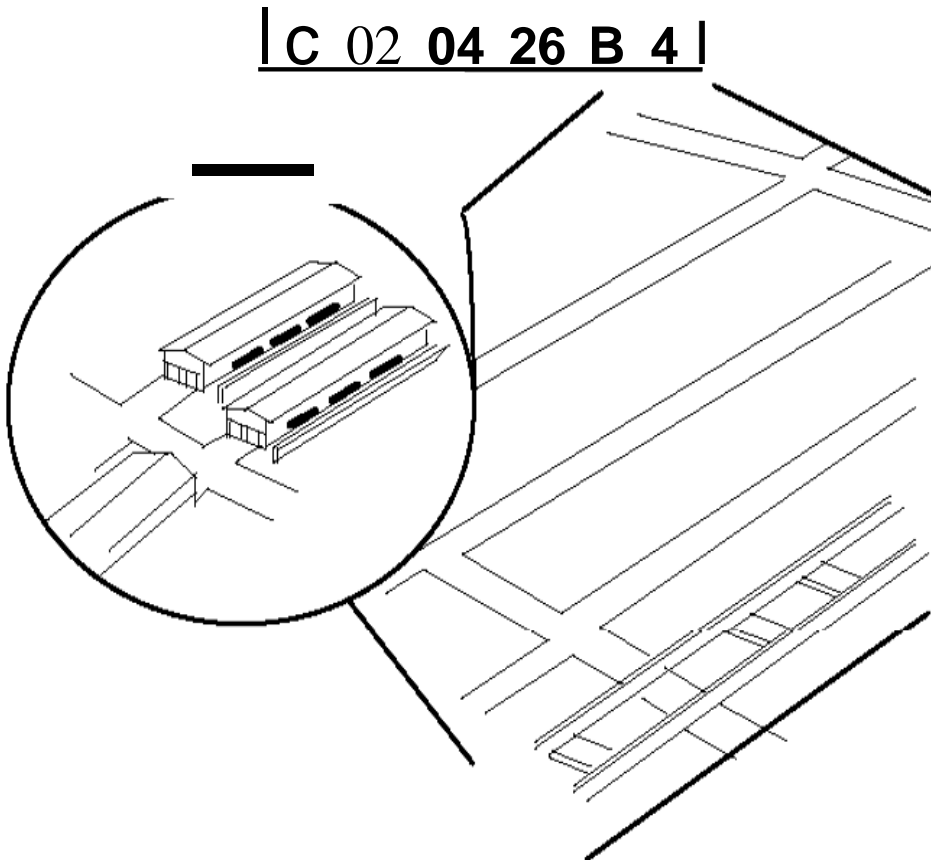
Enclosure 6- DRMO Layouts

Attachment 11 -Site Location Code Example



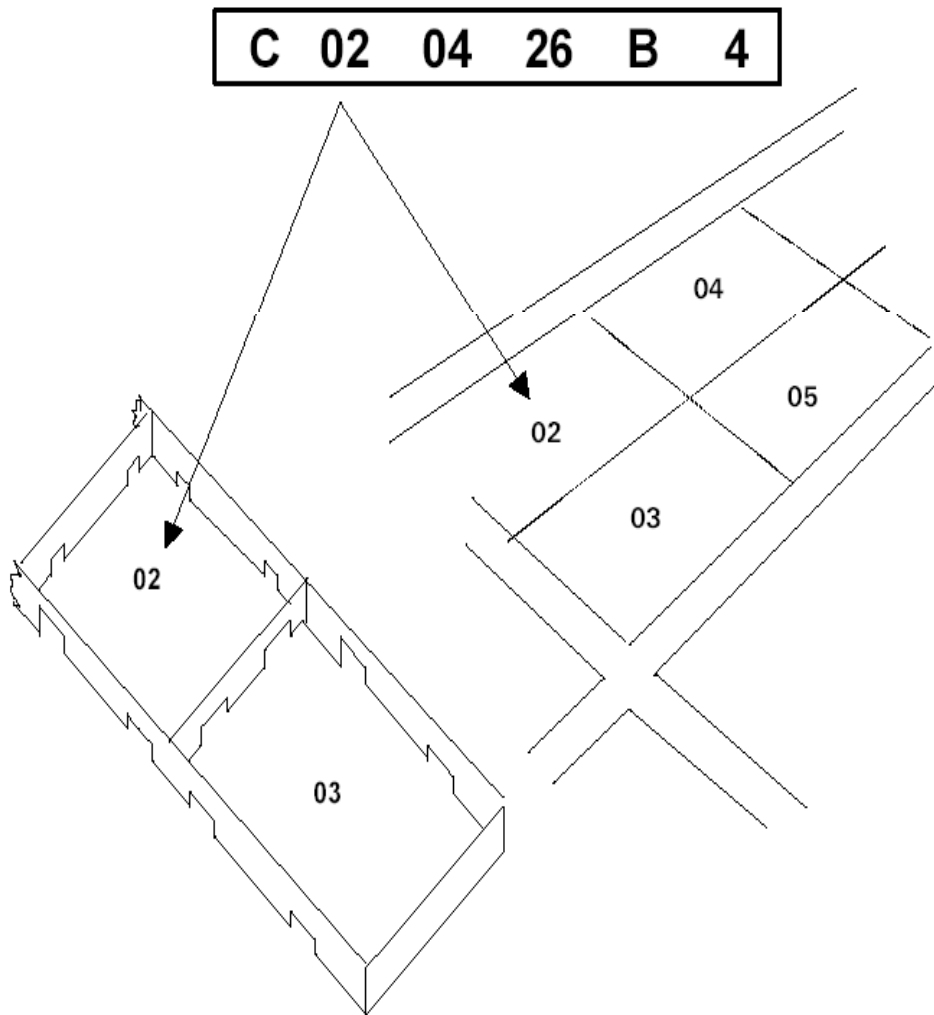
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6- DRMO Layouts
Attachment 12 · Building or Area



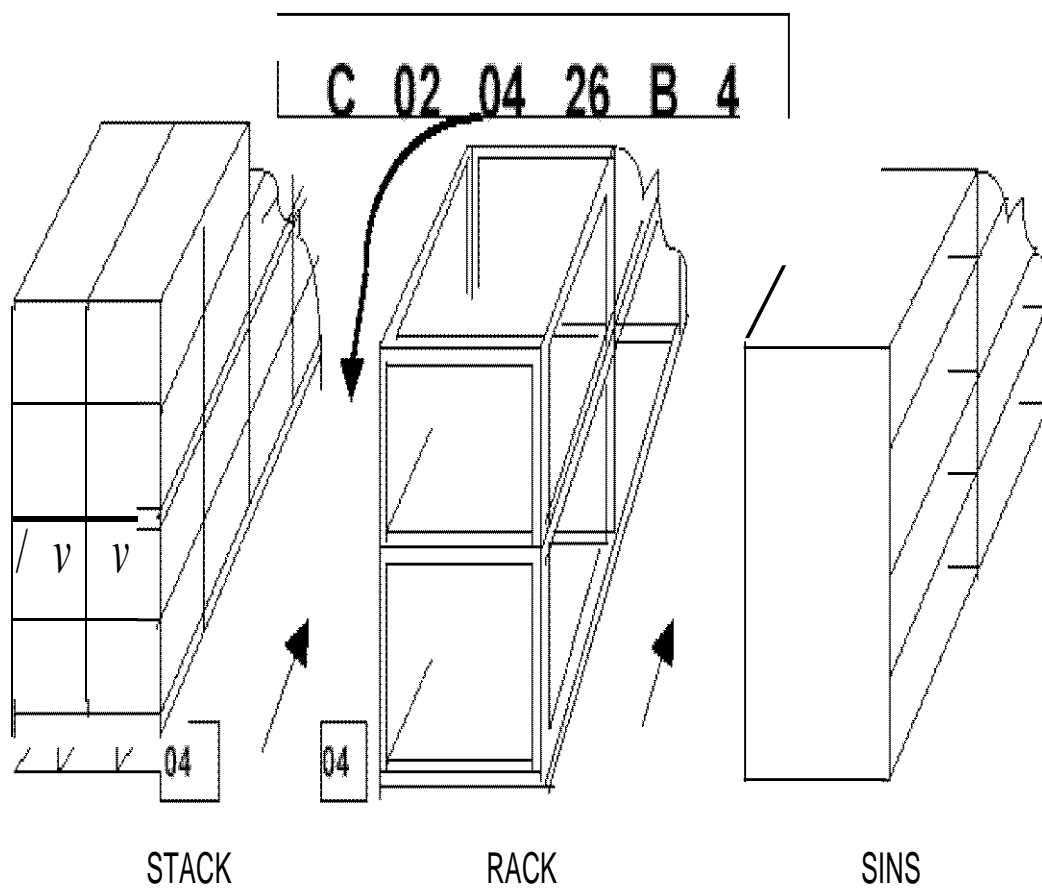
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 13 - Bay or Section



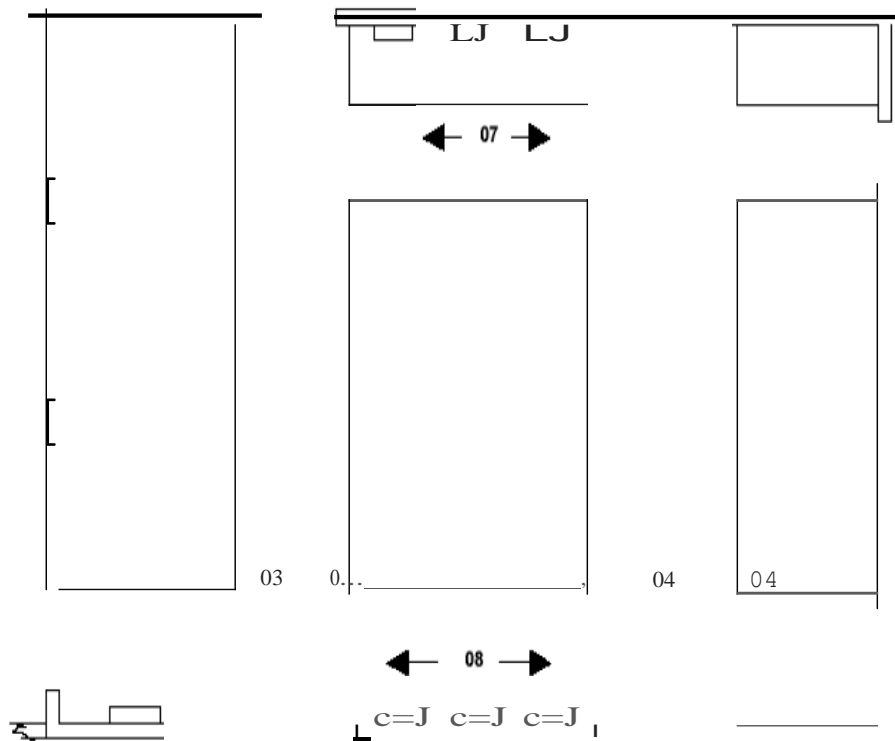
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts Attachment 14- Aisles



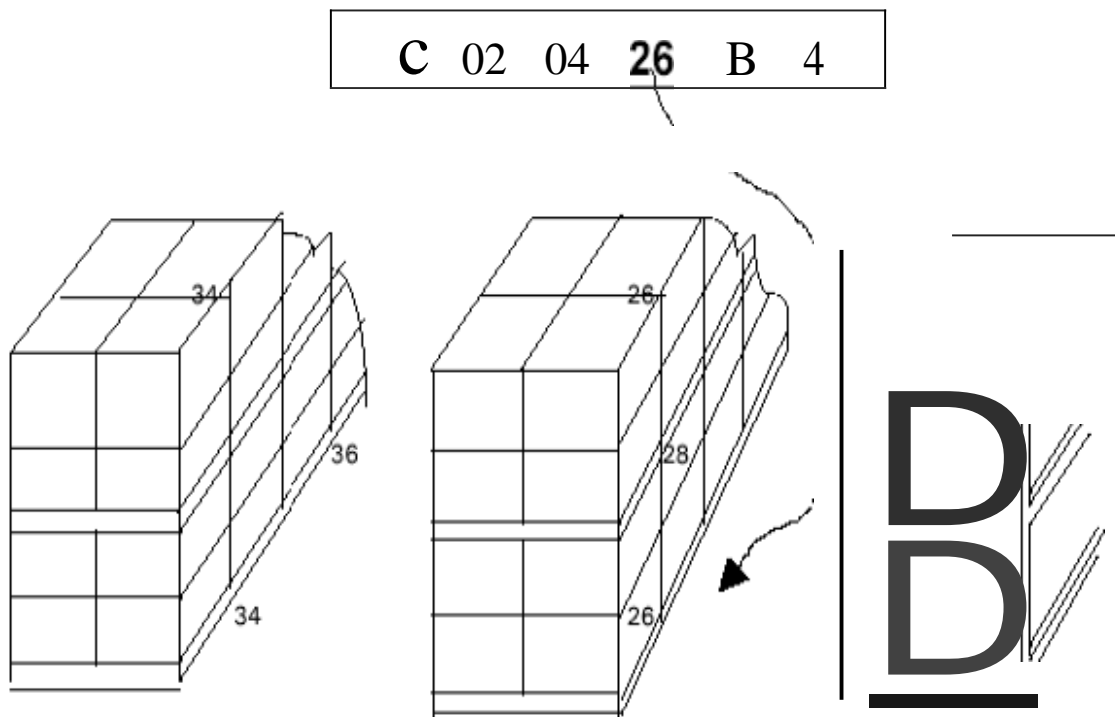
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6- DRMO Layouts
Attachment 15 -Aisles (Storage Bulk)



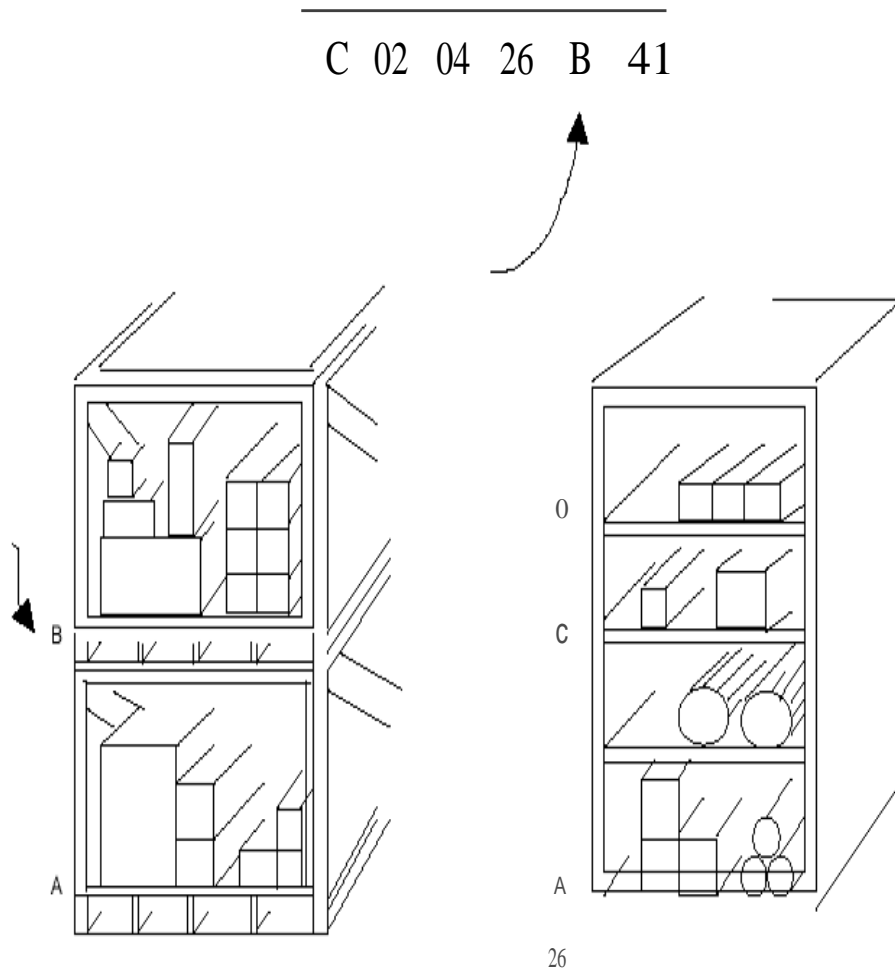
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6-DRMO Layouts
Attachment 16 -Stack



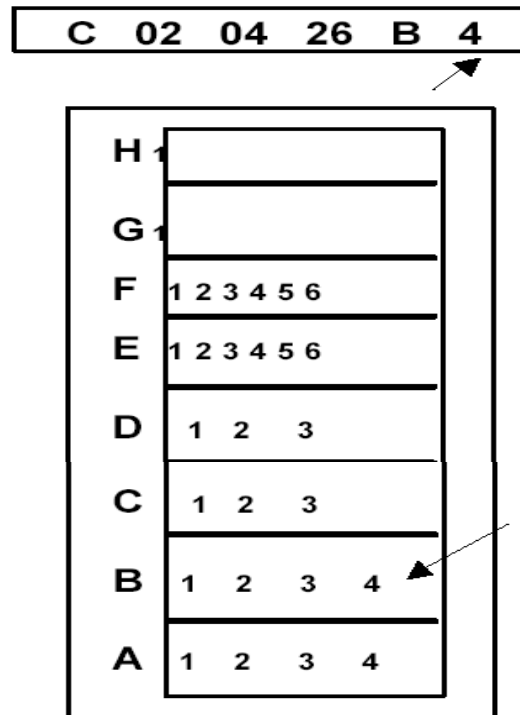
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6- DRMO Layouts Attachment 17 · Level



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 18 - Compartment



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 7 - Congressional Reply Samples

Attachment 1 - Acknowledgment Reply to Congressional Inquiry

Honorable Betty Jones
United States Senate
Washington, D.C. 20515

Dear Senator Jones:*

This is in response to your letter of (insert date) on behalf of (identify constituent). That letter concerns (state substance of the inquiry).

In agreement with applicable command policy, your letter has been referred to the Defense Reutilization and Marketing Service, Battle Creek, Michigan, for reply.

Sincerely,

(Signature of senior member of staff; e.g.,
DRMO Chief)

*If the Member of Congress is a Congressman, address the letter as Dear Congressman Jones.

NOTES:

1. Additional guidance, e.g., on salutations, complimentary closes, etc., is contained in the DLA Correspondence Guide.

2. Address letters to local address. See DLA Correspondence Guide.

SAMPLE

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 7 - Congressional Reply Samples

Attachment 2 - Transmittal Letter Referring Congressional Correspondence to DRMS

IN REPLY

REFER TO: (Insert Office Symbol)

SUBJECT: Congressional Correspondence

TO: Commander
Defense Reutilization and Marketing Service
ATTN: DRMS-DD
74 Washington Avenue North
Battle Creek, MI 49037-3092

1. References:

- a. Section 1, Chapter 4, Security and Force Protection, this instruction.
- b. (Identify previous communication between originating organization and DRMS-DD.)

2. Enclosed is Congressional inquiry from the Honorable (name), date (insert date) and related documentation. This material is submitted according to references 1a and 1b.

3. (State any pertinent information that may be useful in responding to the inquiry.)

Encl

(Signature Block)

(**NOTE:** Any originals of
Constituent's correspondence
must be furnished to DRMS-DD)

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 8 - MOA for Disposal Services

MEMORANDUM OF AGREEMENT

between

and

DEFENSE REUTILIZATION & MARKETING OFFICE

for

DISPOSAL SERVICES TO

- 1) PURPOSE AND BACKGROUND: This Memorandum of Agreement (MOA) is made by and between the Defense Reutilization and Marketing Service (DRMS), Defense Reutilization and Marketing Office (DRMO) and . The DRMS mission is to provide disposal of excess personal property, specifically usable, hazardous, recyclable, or specific commodities. This MOA addresses the roles and responsibilities of all parties regarding continuous disposal services for scrap material and outlines the working relationship between the DRMS and , hereinafter called the Generator.
- 2) AUTHORITY: Authority to enter into this MOA on behalf of DRMS/DRMO and the Generator is vested in the respective Commander and/or Commanding Officer of both activities, and their designated representatives, pursuant to authority contained in DoD Instruction 4000.19, August 9, 1995, Interservice and Intragovernment Support. DoD 4160.21-M, Defense Disposition Manual, August 1997, Chapter 3, Receipt, Handling and Accounting of the reference requires the delivery of material from the Generator to the DRMS Service Provider (SP) for processing of excess personal property. Chapter 3 also allows for property to be received in place when locally determined to be justified for economic or other valid reasons with appropriate turn-in documentation.
- 3) RESPONSIBILITIES: The Generator and DRMS hereby jointly agree that the transportation to the designated DRMS Service Provider or the receipt in place process is justified for excess personal property described herein according to the following:
 - a) The Generator and DRMS agree that scrap material will not be transported to DRMO for subsequent disposal processing. Scrap material will be accumulated at the Generator's activity, and removed on a regular basis by the DRMS Scrap Venture contractor.
 - b) The DRMS disposal role for Range Residue Scrap is limited to providing a sales service for range residue, except for expended brass certified to be inert; this service is available through a separate supplemental MOA which may be obtained from DRMO .
 - c) Munitions List Items/Commerce Control List Items (MLI/CCLI): The Generator and DRMS will comply with requirements specified in DoD 4160.21-M, and DoD 4160.28-M, Defense Demilitarization Manual. The Generator will coordinate with the servicing DRMO to determine if excess MLI/CCLI scrap will be retained in place, or transported to a designated DRMO or centralized DEMIL activity for processing. Under no circumstances will items requiring demilitarization be placed in the scrap containers. If such items are found by the DRMS representative, the entire accumulation will be rejected back to the Generator for

sorting. Any items which have been demilitarized by the Generator will be kept in a separate location until the DRMS DSR or Scrap Venture Disposal Specialist have inspected them.

- d) DRMS and the Generator are responsible for establishing a list of points of contact for coordination of disposal actions required for all scrap received under this MOA. Both parties are responsible for updating and maintaining this list. The Generator will indicate on the list who is the responsible party for the integrity of the scrap accumulation. The Generator will be vigilant and not allow any hazardous materials, such as free-flowing liquids, compressed gas cylinders, items containing refrigerants, batteries, drums which have not been "triple-rinsed", fluorescent light bulbs and ballasts, fire extinguishers, and asbestos to be commingled in scrap accumulations. Not only will the scrap buyer refuse the scrap loads, but the Generator would be exposing the installation to environmental violations. The above list is not inclusive, and if the Generator has any concern about an item being an environmental hazard, he should contact the DRMS representative or his installation environmental team.
- e) The following items should be kept separate from the accumulation and reviewed by the DRMS representative: Batteries, compressed gas cylinders which have been torch cut or mutilated, concertina wire, scrap vehicles, items previously containing refrigerant, and tires. Tires and batteries must be stored IAW DoD, federal, state and local regulations, but may be referred to DRMS for disposal. Items previously containing refrigerants must have documentation of their removal, and copies of the certificates provided to the scrap buyer upon request. Any reports that must be filed, will be done by the Generator. DRMS will provide information on the disposition of these commodities if requested.
- f) The Generator will take measures to insure that trash and refuse is not allowed to be added to scrap accumulations.
- g) DRMS service contractors will comply with all applicable Federal and State environmental, transportation, and safety laws and regulations.
- h) DRMS will be responsible for accepting scrap from the Generator activities and its tenant commands. Accountability will be accepted by receipt of a DD1348-1A, Disposal Turn In Document (DTID). Light and heavy metal steel scrap and other scrap commodities may be received in the Host's designated area and may be placed in hoppers for term or other sales removal actions. Scrap will be segregated by the generating activity by commodity whenever possible. Scrap accumulations received in place will be monitored by the Generator's POC to assure that clandestine dumping of improper items does not occur.
- i) In the event any excess/surplus property items for which the DRMS has accountability, but has not assumed custodial responsibility, becomes lost, damaged, or destroyed, the Generator will investigate the circumstances surrounding the discrepancy. DRMS shall provide the Generator with requested item or scrap identification and DTID copies pertinent to the lost, damaged, or destroyed items. If the investigation determines the discrepancy is due to a record keeping error, the Generator shall inform the DRMS Representative, who shall prepare the property inventory adjustment document. If the discrepancy is not due to record keeping error, the Generator must prepare a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), per the criteria in DoD 7000.14-R, Volume 12, Chapter 7. The Generator must provide DRMS a completed copy of the DD Form 200 as supportive documentation for the DRMO to adjust the discrepancy in its accountable records. This action must be completed within 30 days.
- j) The Generator will designate secured outside storage space for the scrap received in place. If a secure area is not available, secure containers must be used. It is imperative that all additions to the scrap accumulations be controlled. A DRMS representative must be present to receive scrap property, or the new material must be kept segregated awaiting DRMS inspection.

- k) The Generator will provide office services (copier, fax machine, and local (non-toll) telephone usage) at no cost for DRMO personnel. This service will be provided whenever DRMO personnel are on site at the Generator's activity for the purpose of assisting with disposal actions. The Generator will also allow the scrap to be weighed on the installation's scales. Scales must be calibrated and maintained IAW state commerce regulations for material sold by weight.
 - l) A DRMS Disposal Service Representative (DSR) or a DRMS Scrap Venture Disposal Specialist will visit the site periodically to assist with downgrading Generator's property, determining which property can be directly shipped to its final disposition location, and assisting with any other scrap disposal and inventory concerns. If a DRMS representative identifies property which should be turned in as usable property, the Generator will remove it from the scrap accumulation before allowing the release of the scrap material. If the Generator has any problems or concerns with the Scrap Venture partner, he will contact the DRMS SV POC for assistance. The Generator agrees to allow the DRMS (SV) Scrap Venture marketing partner access to the property as stated above to accomplish receipt and sales disposition of the scrap. The generator will allow the SV partner to leave property in place for 60 days after receipt of the scrap. The SV partner may mutilate the scrap on site.
 - m) The Generator will provide physical security (24/7?) No physical security can be a fence – not necessarily security checks to prevent removal of scrap without written approval of DRMS, or unauthorized dumping. Both parties to this Agreement will maintain a record of individuals who have access to these areas. The Generator will provide Security provisions identified on Attachment 2 to this document.
 - n) The Generator will accommodate access to the property for inspection and loading for the Scrap Venture customers and disposal contractors during the hours of 0800 through 1530, - excluding Flex Fridays, Federal holidays, and any other days on which the installation is closed - or by appointment until final disposition of the property or termination of this Agreement. The DRMS representative will contact the designated Generator point(s) of contact and provide 24-hour notification to request access for other than agreed to timeframes.
 - o) The Generator agrees to release scrap (to whom?) (It depends – we would make that determination – could be a purchaser, or a transporter to Deman contractor, etc. material on behalf of DRMS and the SV partner, if requested. The Generator's weighmaster will weigh all scrap in accordance with DRMS-provided instructions at the time of the release. If the scale is not available, the Generator POC will notify the DRMS POC to coordinate other arrangements. Weighmasters will be identified to the DRMS representative in writing.
 - p) Accountability of property that is not disposed of through Scrap Venture will not be returned to the Generator, except as specified in Chapter 4, Property Requiring Special Processing of referenced DoD 4160.21-M. It may be processed for abandonment and/or destruction (A/D), or disposed by a DRMS service contract. (MLI items requiring DEMIL may not be downgraded to scrap without DEMIL being accomplished first).
- 4) MISCELLANEOUS:
- a) Proceeds for recyclable materials eligible for reimbursement under a Qualified Recycling Program (QRP) turned in by Generator, but sold by DRMO [REDACTED], will be reimbursed to the installation's recycling account as specified on the turn-in documentation.

- b) If the Scrap Venture partner has not already placed containers at the Generator's site, and the Generator desires that a contractor provide containers, the Generator should notify the DRMS representative in writing.
- c) The Generator will provide housekeeping, utilities, and facilities maintenance for any DRMS assigned office area and will be required to meet safety and fire standards. The Generator will provide Safety and Health Support as identified on the Attachment 1 to this document.
- 5) RESOLUTION PROCESS: Disagreements will be resolved by the Signatories. After attempted resolution, disagreements will be referred to the DRMS Forward Support Team Chief and the local installation commander. Unresolved differences will be elevated to Headquarters DRMS and to the Commander, [REDACTED].
- 6) MODIFICATION AND TERMINATION: This agreement may be modified upon written agreement of both parties. The agreement may be terminated by either party with 30 days written notice.
- 7) EFFECTIVE DATE: This MOA is effective (DATE), and will remain in effect until amended by mutual agreement or until terminated.
- 8) POINTS OF CONTACT:
- a) (GENERATOR) [REDACTED] Points of Contact: [REDACTED]
- b) DRMO [REDACTED]'s Points of Contact:
- 9) APPROVALS:

ACCEPTANCE OF AGREEMENT on behalf of FST Operations [REDACTED]

By: _____ Date _____

ACCEPTANCE OF AGREEMENT on behalf of [REDACTED]

By: _____ Date _____
Name _____
Commander _____

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 8 - MOA for Disposal Services

Attachment 1 - Safety and Occupational Health Support/Services

1) PROVIDER WILL:

- a) Provide safety consultation and technical advice to the DRMO Chief when requested on specific matters involving safety, such as the discovery of possible explosive material, and HM/HW.
- b) Include the DRMS Disposal Service Representative (DSR) in host sponsored Safety Council Meetings, when appropriate.
- c) Assist in accident investigation and reporting, and investigations of hazardous situations. Investigate all mishaps involving death, lost workday injuries, and property damage of \$1,000 or more.
- d) Provide safety training when required.
- e) Conduct annual occupational safety surveys and inspections.
- f) Provide Bloodborne Pathogens Exposure evaluation and training for personnel
- g) Provide clean up of blood and body fluids.
- h) Provide ergonomic assessments and written recommendations.
- i) Provide use of fitness facilities, where available.

2) RECEIVER WILL:

- a) Attend all host sponsored safety council meetings, when appropriate.
- b) Assist the host with accident investigations.

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 8 - MOA for Disposal Services

Attachment 2 - Security Support Requirements

- 1) **Non-reimbursable:** The following security support will be provided by the Generator on a non-reimbursable basis for all DRMS field activities as standard requirements at the time a Memorandum of Agreement is approved by both parties.
 - a) Police Patrol:
 - 1) Supplier will:
 - a) Provide routine patrol services to maintain law and order on the same basis as support provided other host activities.
 - b) Make at least one or more patrol checks per day during non-duty hours to ensure Generator provided office space is properly secured.
 - c) Maintain a record such as a building checklist, radio log, etc, to document the checks.
 - d) Protect and secure activity assets found unsecured and notify the designated activity personnel immediately upon discovery of any security incident of breach of security.
 - 2) Receiver will:
 - a) Secure activity facilities when not attended.
 - b) Promptly secure and inspect facilities when notified if found unsecured.
 - c) Comply with host external security criteria.
 - b) Security Reviews and Inspection.
 - 1) Supplier will: Conduct physical security inspections of Generator supplied office space and storage areas as requested by the activity or DRMS Command Security Office, using as a minimum, DRMS security criteria.
 - 2) Receiver will:
 - a) Schedule the inspection at a convenient time.
 - b) Promptly respond to all findings noted.
 - c) Traffic Enforcement:
 - 1) Supplier will: Provide traffic supervision and enforcement to include investigation of traffic mishaps/accidents.

- 2) Receiver will: Comply with host criteria.
- d) Investigations:
 - 1) Supplier will:
 - a) Investigate all security/criminal incidents involving DRMS field activity personnel, or assets not referred for investigation to a major DoD Investigative Organization, i.e., DCIS, AFOSI, USACIDC, NCIS.
 - b) Secure evidence, document results of inquiry and provide copies of investigative reports to the DRMS Office of Command Security upon their completion.
 - 2) Receiver will:
 - a) Promptly report all security/criminal incidents to host security/military police.
 - b) Protect crime scene and evidence until host security/military police respond to the scene.
- e) Identification:
 - 1) Supplier will: Provide activity employees with security badges, ID cards, and/or vehicle decals required to access the activity work site (s).
 - 2) Receiver will: Comply with host requirements.
- f) Weapons Storage:
 - 1) Supplier will:
 - a) Provide in transit security for weapons and major small arms subparts received or shipped by host installation and provide custody for weapons on DRMS activity accountable records in approved small arms storage facilities.
 - b) Provide activity with monthly inventories of all weapons stored in host facilities.
 - c) Provide armed security vigilance during demilitarization of weapons on the host installation.
 - 2) Receiver will: Request support and coordinate all such requests with the host installation in advance, if possible.
- g) Key Control:
 - 1) storage areas for excess property and to Generator provided office space.
 - 2) Receiver will: Maintain positive control of all keys and locks in accordance with DRMS security criteria.
- h) Information Security:

- 1) Supplier will:
 - a) Provide tenant DRMS field activity personnel with security awareness training.
 - b) Secure any uncontrolled classified material discovered in activity assets and ensure that appropriate inquiries/investigations of all known and suspected security violations are conducted in accordance with DoD 5200.1-R.
 - 2) Receiver will comply with DoD/DLA/host criteria.
- i) Force Protection:
- 1) Supplier will:
 - a) Provide a standard level of support for Force Protection (FP) in accordance with DoD-D 2000.12, DoD-I 2000.14, DoD-I 2000.16, and DoD 2000.12-H.
 - b) Responsibility to apply FP will be proactive and reactive to include the following:
 - 1) Timely threat intelligence and information sharing.
 - 2) Incorporate DRMS personnel into the installation physical security, resource protection and emergency preparedness plans.
 - 3) Incorporate DRMS personnel into the installation's AT/FP plan/directives and vulnerability assessment schedule.
 - 4) Provide DRMS personnel with copies of applicable installation plans and directives.
 - 5) Advise DRMS personnel of changes in THREATCON in a timely manner.
 - 6) Provide annual Antiterrorism/Force Protection Awareness Training, and Level I travel briefings.
 - 2) Receiver will:
 - a) Comply with host regulations, guidelines and directed actions
 - b) Provide the host FP officer with DRMS field activity points of contact, telephone numbers, and e-mail addresses.
 - c) Reimburse the host for FP above and beyond the standard level.

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 9 - MOA for RIP Scrap

Added 17 Jul and Edited 21 Aug 2008.

MEMORANDUM OF AGREEMENT

Between

and

DEFENSE REUTILIZATION & MARKETING OFFICE

- 1) **PURPOSE AND BACKGROUND:** This Memorandum of Agreement (MOA) is made by and between the Defense Reutilization and Marketing Service (DRMS), Defense Reutilization and Marketing Office (DRMO) _____ and _____. The DRMS mission is to provide disposal of excess personal property, specifically usable, hazardous, recyclable, or specific commodities. The MOA addresses the roles and responsibilities of all parties regarding continuous services for scrap metal received in place at a site unmanned by DRMS personnel and outline the working relationship between the DRMS and _____, hereinafter called the Generator.
- 2) **AUTHORITY:** Authority to enter into this MOA on behalf of DRMS/DRMO and the Generator is vested in the respective Commander and/or Commanding Officer of both activities, and their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernment Support. DOD 4160.21-M, Defense Disposition Manual, August 1997, Chapter 3, Receipt, Handling and Accounting of the reference requires delivery of material from the Generator to the DRMS Service Provider (SP) for processing of excess personal property. Chapter 3 also allows for property to be received in place when locally determined to be justified for economic or other valid reasons with appropriate turn-in documentation.
- 3) **RESPONSIBILITIES:** The Generator and DRMS hereby jointly agree that the transportation to the designated DRMS Service Provider or the receipt in place process is justified for excess personal property described herein according to the following:
 - a. The Generator and DRMS agree that scrap material will not be transported to DRMO _____ for subsequent disposal processing. Scrap material will be accumulated at the Generator's activity and removed on a regular basis by the DRMS Scrap Venture contractor's resale customer.
 - b. The DRMS disposal role for Range Residue Scrap is limited to providing a sales service for range residue, except for expended brass certified to be inert; this service is available through a separate supplemental MOA.
 - c. Munitions List Items/Commerce Control List Items (MLI/CCLI): The Generator and DRMS will comply with requirements specified in DOD 4160.21-M, and DOD 4160.28-M, Defense Demilitarization Manual. The Generator will coordinate with DRMO to determine if excess MLI/CCLI scrap will be retained in place, or transported to a designated DRMO or centralized DEMIL activity for processing. Under no circumstances will items requiring

demilitarization be placed in the scrap containers. If such items are found by DRMS representative or Scrap Venture contractor or resale customer, the entire accumulation will be rejected back to the Generator for sorting. Any items which have been demilitarized by the Generator will be kept in a separate location until the DRMS DSR or Scrap Venture Disposal Specialist have reviewed or inspected them.

- d. DRMS and the Generator are responsible for establishing a list of points of contact for coordination of disposal actions required for all scrap received under this MOA. Both parties will be responsible updating and maintaining the list. The Generator will indicate a primary and alternate who is the responsible party for the integrity of the scrap accumulation. POC for both parties are identified in this MOA. Generator's responsible parties will certify in writing that the scrap accumulation has been monitored and contains no items which are not permitted for release. The following certification will be completed and added to each 1348-1A, turn in document for each scrap sales release. **A DRMO representative must be present unless certification has been received from the generator, in accordance with this MOA.**

I, _____, certify that to the best of my knowledge, this scrap accumulation released on _____ has been monitored and reviewed and does not contain useable items hazardous materials, range residue, DEMIL required items, or any items which are not permitted for release by DRMS.

- e. The Generator will designate a secure and controlled outside storage area for the staging of a rolloff or container. The Generator will take measures to insure that trash and refuse are not added to the scrap accumulations. The Generator will be vigilant and not allow any hazardous materials, such as free-flowing liquids, compressed gas cylinders, items containing refrigerants, batteries, drums which have not been "triple rinsed", fluorescent light bulbs and ballast, fire extinguishers, and asbestos to be commingled in scrap accumulations. Accumulations will not contain items that are considered useable or may require demilitarization or special handling. The above list is not inclusive and if Generator has any concern about an item being an environmental hazard or if items appear to be useable or requiring DEMIL or special handling, he should contact the DRMS representative or his installation environmental team. New additions to the accumulation will be forwarded for DRMS review. Review may be a physical inspection, visual inspection with the aid of digital photos, or research with automated systems such as FEDLOG, WEBFLIS, etc.
- f. The following items should be kept separate from the accumulation and reviewed by the DRMS representative: Batteries, compressed gas cylinders which have been torch cut or mutilated, concertina wire, scrap vehicles, items previously containing refrigerant, and tires. Tires and batteries must be stored IAW DOD, federal, state and local regulations, but may be referred to DRMS for disposal. Items previously containing refrigerants must have documentation of the removal and copies of the certificates provided to the scrap buyer upon request. Any reports that are required to be filed for disposition of these commodities will be done by the Generator. DRMS will provide information on the disposition of these commodities if requested.

- g. The Generator will provide physical security and safekeeping of the rolloff. Both parties to this Agreement will maintain a record of individuals who have accessed these areas if other than the POC identified in this document.
- h. The Generator will accommodate access to the property for inspection and loading for Scrap Venture customers and disposal contractors during the hours of _____ through _____, _____ through _____, excluding Flex Fridays, Federal holidays, and other days on which the installation is closed or by appointment. DRMS representatives will contact the Generator and provide required notice to request access for other than agreed to timeframes.
- i. The Generator agrees to release scrap to Scrap Venture authorized resale buyer or agent on behalf of DRMS, and in such cases all required documentation will be provided to the generator by DRMS. The Generator will allow scrap to be weighed on installation scales if available and Generator will act as weighmaster IAW DRMS instructions at the time of release. Generator weighmaster will be identified to DRMS representative in writing. DRMS service contractors will comply with all applicable Federal and State environmental, transportation, and safety laws and regulations.
- j. DRMS will be responsible for accepting scrap from the Generator activities and its tenant commands. Accountability will be accepted by receipt of a DD1348-1A, Disposal turn in Document (DTID). DRMS will prepare all descriptive information of the accumulation and provide to Scrap Venture to offer for sale. Light and heavy metal steel scrap and other scrap commodities will be received into containers in the designated controlled location for sales removal action. Scrap will be segregated by commodity by the Generator when required. Scrap accumulations received in place will be monitored by the Generator POC identified in this Agreement to assure that clandestine dumping of improper items does not occur. Generator will also prevent removal of scrap without written approval of DRMS or when authorized by the servicing DRMO.
- k. In the event any excess/surplus property items for which DRMS has accountability, but has not assumed custodial responsibility becomes lost, damage, or destroyed, the Generator will investigate the circumstances surrounding the discrepancy. DRMS shall provide the Generator with requested item or scrap identification and DTID copies pertinent to the lost, damaged, or destroyed item (s). If the investigation determines the discrepancy is due to a record keeping error, the Generator shall inform the DRMS representative, who shall prepare the property inventory adjustment document. If the discrepancy is not due to record keeping error, the Generator must prepare a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), per the criteria in DOD 7000.14-R, Volume 12, Chapter 7. The Generator must provide DRMS a completed copy of the DD Form 200 as supportive documentation for the DRMO to adjust the discrepancy in its accountable records. This action must be completed within 30 days.
- l. Accountability of property that is not disposed of through Scrap Venture will not be returned to the Generator, except as specified in Chapter 4, Property Requiring Special Processing of referenced DOD 4160.21-M. It may be processed for abandonment and/or destruction (A&D), or disposed of on a DRMS service contract.
- m. Proceeds for recyclable materials eligible for reimbursement under a Qualified Recycling Program (QRP) turned in by the Generator and sold by DRMS or DRMS Scrap Venture

contractor will be reimbursed to the installation's recycling account. A valid fund account will be provided by the Generator and annotated on the 1348-1 turn in document.

- n. The Generator will provide housekeeping and environmental management of storage area as is required to meet environmental safety and fire standards.
- 4) RESOLUTION PROCESS: Disagreements will be resolved at the installation and DRMS/Zone level. Unresolved differences will be elevated to Headquarters DRMS and each DOD activity's major command for resolution.
- 5) MODIFICATION AND TERMINATION: This agreement may be modified upon written agreement of both parties. The agreement may be terminated by either party with 30 days written notice.
- 6) EFFECTIVE DATE: This MOA is effective _____, and will remain in effect until amended by mutual agreement or terminated.
- 7) POINTS OF CONTACT AND TELEPHONE NUMBERS
- a. Generator:
- Primary: _____
- Alternate _____
- b. DRMS:
- Primary _____
- Alternate _____
- 8) APPROVAL: All parties identified below agree to the provisions and terms of this MOA.
- | | |
|-------------------------|------------------------------|
| DRMS Approving Official | Generator Approving Official |
| _____ | _____ |
| Date _____ | Date _____ |
- SV in receipt of copy _____ Date _____

C3. SAFETY

Enclosure 1 - Personal Protection Equipment - PPE Requirements

Duties/Areas	Hardhat	Eye Protection	Gloves	Hearing Protection	Safety Shoes	Respirators	Rubber Plastic Aprons	Eye & Body Wash	Welder's Leathers	Welder's Helmet	Tyvek Clothing
Receiving	1	1	RQD	2	RQD						
Warehouse	1	1	RQD	2	RQD						
Loading/Unloading	1	RQD	RQD	2	RQD						
Forklift	1	RQD		2	RQD						
Scrapyard	RQD	RQD	RQD	2	RQD						
Salvaging	RQD	RQD	RQD	2	RQD						
Handheld Tools		RQD		2	RQD						
Banding/Strapping		RQD	RQD		RQD						
Painting		RQD			RQD	4					
Cleaning Solvents		RQD	4		RQD	4					
Grinding		RQD		2	RQD						
Power Saw		RQD		2	RQD	5					
Baling		RQD	RQD	2	RQD						
Crane Signalman	RQD	RQD	RQD	2	RQD						
Crane Operators	RQD	RQD	RQD	2	RQD						
Cable Stripping	RQD	RQD	RQD		RQD						
Battery Handling	1	RQD	RQD		RQD		RQD	RQD			
Torch Cutting		RQD	RQD		RQD	RQD			RQD	RQD	
Welding/Brazing		RQD	RQD		RQD	RQD			RQD	RQD	
Handling Hazardous Property	1	RQD	RQD	2	RQD			RQD			
Handling PCB Items	1	RQD	RQD	2	RQD			RQD			
Spill Containment Clean-up	RQD	RQD	RQD	2	RQD	6	6	6			6

RQD - REQUIRED WHEN PERFORMING THE TASK

1 - BASED ON LOCAL REQUIREMENTS, I.E. IDENTIFIED HARD HAT AREA, NOISE HAZARD AREA.

FLYING PARTICLES ETC. HARD HAT MUST BE AVAILABLE TO PMHE EQUIPMENT OPERATORS AT ALL TIMES WHILE THEY ARE OPERATING EQUIPMENT.

2 - BASED ON INDUSTRIAL HYGIENIST RECOMMENDATIONS

3 - EQUIPMENT LABELED AS NOISE HAZARD, ETC.

4 - REFER TO HOST INDUSTRIAL HYGIENIST OR DES SAFETY FOR TYPE, REQUIREMENT, ETC.

5 - DEPENDS ON TYPE OF MATERIAL CUT

6 - BASED ON LOCAL SPCC REQUIREMENTS

C3. SAFETY

Enclosure 2 - Fire Safety - Standard Operating Procedures (SOP)

The DRMO Chief is responsible to assure that:

Suitable areas for torch cutting are designated and that only sites with the lowest possible fire potential are selected.

A DEMIL supervisor is appointed and is responsible to obtain hot work permits from the Host authorizing torch Cutting sessions. Work will not be permitted without a permit or other authorization as specified in the Installation Fire Prevention Plan.

All cutters, fire watch personnel and their supervisors are properly trained in the safe operation of their equipment and are aware of their responsibilities in the event of a fire. Contact your host fire department if your staff requires additional training. Issue a letter of appointment to confirm employee qualifications and also annotate the 7B card.

Where DEMIL is performed by a contractor, then the Contracting Officer's Representative (COR) or Sales Contracting Officer assures that they are apprised of and comply with the fire prevention requirements in this letter and the Installation Fire Prevention Plan.

DEMIL supervisors are responsible to assure that:

A comprehensive Industrial Hygiene Survey or Evaluation of the DEMIL operation is performed by the Host Industrial Hygienist.

Proper Personal Protective Equipment (PPE) is available for use by torch cutting personnel.

Personnel are properly trained in the selection and use of PPE.

Cutting equipment to be used is in satisfactory operating condition and is in good repair.

Fire protection and extinguishing equipment are properly located at the site and is serviceable.

Only properly trained DRMO or contractor personnel are permitted to perform cutting operations or other DEMIL procedures.

Before torch cutting is permitted, someone must be assigned the responsibility to assure that the work to be performed is in an approved location free from combustible materials. If not possible, the work must be moved to a location free from combustibles or the combustibles must be shielded to prevent ignition.

Work that would expose combustible materials to ignition during cutting operations is not scheduled.

Torch cutting operations by DRMO or contractor personnel are conducted only in accordance with the installation hot work permit or equivalent authorization.

Before cutting is permitted; the supervisor must inspect the site to ensure that it is a fire safe area.

Torch cutters must:

Be properly trained in equipment use and fire prevention responsibilities before conducting torch-cutting operations.

Conduct cutting operations only in accordance with the installation hot work permit or equivalent authorization.

Assure that, before work commences, combustible materials, as identified above, are cleared from the work area for a radius of at least 35 feet. Where this is not possible, assure that combustibles are protected with flameproof covers or otherwise shielded with metal or fire-resistant shields, guards or curtains. Edges of covers at the floor level shall be tight to prevent sparks from passing beneath. Pay particular attention to overlaps when more than one cover or curtain is required.

When cutting near combustible walls, partitions, ceilings or roofs, assure that fire-resistant shields or guards are used to prevent ignition. Where combustibles are located on the other side of these structures and cannot be relocated, a fire watch personnel must be provided to assure fire safety. Verify that materials to be cut do not contain combustible liquids or components such as may be found in sandwich type panel construction.

Assure that fully charged and operable fire extinguishers, appropriate for the class of fire anticipated, are located at the torch-cutting site during operations.

Fire watch personnel must:

Be present whenever open flame torch cutting operations are performed.

Have fire-extinguishing equipment readily available and be trained in its use.

Be familiar with procedures for sounding an alarm in the event of a fire, to watch for fires in all exposed areas and try to extinguish them only when obviously within the capability of the available equipment and doing so will not endanger themselves, or if not sound the alarm.

Remain onsite for at least one half hour after cutting operations are completed to detect and extinguish smoldering fires. Contractors must provide their own firewatchers when required.

C3. SAFETY

Enclosure 3 - Industrial Hygiene - Survey Frequency - Sample

FROM: DRMO
TO: DRMS-WH

SUBJECT: Industrial Hygiene Survey Frequency

A determination as to the frequency of Industrial Hygiene Surveys to be conducted at DRMO_L is based on the following DOD Instruction and guidance:

DODI 6055.5, paragraph 6.1.1.1 requires that "Comprehensive periodic evaluation of all potential health hazards in each workplace and ancillary facilities shall be conducted to ensure that workers are not exposed to recognized hazards."

Sufficient records shall be maintained in accordance with DODI 6055.5, paragraph 6.6.3.2, to ascertain the presence or absence, nature, and degree of occupational health hazards.

DODI 6055.5, paragraph 6.1.1.2 notes "Regardless of the techniques used, the result should be a definite determination as to the presence, absence and degree of health hazard from the use of that chemical". Paragraph 6.1.1.2 also states:

Similar evaluations and definite statements should be made for all biological and physical agents in each workplace". Paragraph 6.1.1.3 states, "The results of those efforts should form the bases for overall assessment of the health hazards in each workplace. The assessment then can be used to assign priorities for abatement actions, to schedule future surveys, to require personal protective equipment, and to provide a basis for determining the requirement and scope of periodic medical surveillance of workers".

An annual *safety* inspection by a qualified Safety and Health professional will still be conducted. This individual may be the DRMS Safety Manager or similarly qualified host command safety professional.

Based on the most recent annual safety inspection dated: _____ and a careful review of the most recent Industrial Hygiene survey dated: _____, it is determined that another Industrial Hygiene survey need not be conducted for:

_____an indefinite period, or [I a period of _____years.

Any process change shall be reported to the DRMS Safety Manager immediately. An Industrial Hygiene survey will be required if any occupational processes change that will introduce new hazards into this workplace. A letter is attached by the host indicating the above stipulations.

C3. SAFETY

Enclosure 4 - Monitoring DRMS Contractors Performing on a DOD Installation

CORs/COTRs/AGRs will:

- Know safety related contract clauses and requirements
- Monitor contractor's safety performance and report to the contract officer (CO) in accordance with their letter of designation
- Promptly intervene in any situation considered IDLH - Immediately Dangerous to Life or Health
- Verify contractor's compliance as directed by the CO

Items to monitor/verify include, but are not limited to:

Contingency orientation:

- Contractor originally advised of emergency procedures, alarm designations, evacuation routes, etc...
- Contractor advises temporary or transient personnel of procedures, designations, routes, etc...

Host installation policies/procedures:

- Contractor complies with unique installation requirements

Hazard communication program (HCP):

- Contractor complies with requirement to have a copy of contractor's and DRMO's HCP on-site and available to contractor employees, government employees and visitors

Personal protective equipment (PPE):

- Required PPE is used properly

Government furnished equipment (GFE):

- If applicable, GFE is maintained properly
- If applicable, GFE inspection checklist is completed
- GFE being operated safely
- GFE usage is recorded
- Damaged GFE is recorded via DLA Form 1591 and repaired IAW contract provisions

Government furnished facilities (GFF):

- Damaged GFF is recorded via DLA Form 1591 and repaired IAW contract provisions
- Housekeeping is clean and orderly

Training:

- Contractor personnel are trained/certified for:
 - Using PPE
 - Operating GFE
 - Operation of contractor's tools, equipment, etc...
 - Handling HM/HW

C3. SAFETY

Enclosure 5 - Personal Protection Equipment Attachment 1 - Hazard Assessment Certification - (Sample)

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT/CERTIFICATION

PURPOSE: A hazard analysis and certification are required components of a complete personal protective equipment (PPE) program required by 29 CFR 1910.132(d) Hazard Assessment and Equipment Selection. The assessment provides information needed to select the appropriate PPE for the hazards present or likely to be present in the workplace.

DRMO: _____ Date: _____

Employee Name: _____ Department: _____

Description of Job Activities:

Employee Certification: *I acknowledge that my supervisor has instructed me on the hazards associated with my job and the PPE required.*

Employee

Date

Supervisor Certification: *I certify that I am this employee's supervisor and that the workplace has been assessed to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). I further certify that I have selected properly fitting PPE required to protect employees from all hazards identified in the hazard assessment and informed the employee of the job functions which require the use of PPE and that they must use the PPE when performing these functions.*

Supervisor _____

Date _____

C3. SAFETY

Enclosure 5 - Personal Protection Equipment Attachment 2 - Personal Protective Equipment Training/Certification

PERSONAL PROTECTIVE EQUIPMENT TRAINING/CERTIFICATION

PURPOSE: This personal protective equipment (PPE) certification of training is designed to satisfy the requirement of 29 CFR 1910.132 (f) Training.

DRMO: _____ Date: _____

Employee Name: _____ Department: _____

Description of Job Activities: _____

Employee Certification: *I acknowledge that I have received the training specified in the supervisor's statement below and, based on this training, that I know how to select and use the required personal protective equipment required when performing my job and have demonstrated this as required.*

Employee _____ **Date** _____

Supervisor Certification: *I certify that I am this employee's supervisor. I also certify that I have ensured that the training required by the OSHA reference above has been provided to include at least the following criteria: When PPE is necessary; what PPE is necessary; how to properly don, doff, adjust and wear PPE; the limitations of PPE; the proper care, maintenance useful life and disposal of the PPE and the reasons why they must be worn. I further certify that the employee has demonstrated an understanding of the training and the ability to use the PPE properly.*

Supervisor _____ **Date** _____

C4. SECURITY AND FORCE PROTECTION

Enclosure 1 - Definitions and Terms

1. Antiterrorism (AT): Force protection (FP) defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.
2. Clear Zone: An area on both sides of a perimeter barrier that provides an unobstructed view of the barrier and the ground adjacent to it. Compensatory Measure: An alternate physical security measure employed to provide a degree of security equivalent to that provided by a required physical security measure. See also Waiver and Exception.
3. Controlled Area: A security area that contains information, matter, or materiel, which, while not vital to national security, requires special security measures to protect it from theft or damage because of its high value, vulnerability to pilferage or because of regulatory requirements.
4. Exception: Permanent relief from specific standards imposed within this instruction, based upon an individual determination that unique circumstances at a given activity are such that conformance to established standards is impossible, highly impractical, unnecessary due to measures exceeding those prescribed, or otherwise not in the best interest of the U.S. Government.
5. Exclusive Standoff Zone: A controlled area surrounding a facility into which only service and delivery vehicles operated by handicapped people are allowed. The perimeter of this area is defined by perimeter barriers and is set at a standoff distance sufficient to reduce the blast effects of a vehicle bomb detonation on the protected facility.
6. Force Protection (FP): Security program designed to protect military personnel, civilian employees, family members, facilities, and equipment, in all locations and situations, accomplished through planned and integrated application of combating terrorism physical security, operations security, personal protective services, and support by intelligence, counterintelligence, and other security programs.
7. Host Security: Host installation agency having primary responsibility for physical security and law enforcement on the installation.

Key Custodian: The person designated to manage a key repository within the Key and Lock Control Program
Restricted Area: A security area under DOD control into which persons may not enter without specific authorization. The area contains information, matter or materiel vital to national defense requiring special security measures to protect the resources contained therein from sabotage, espionage, or theft.
8. Official Visitor: Any DLA/DRMS command or staff member, Federal investigator, or DOD inspector on official business at the DRMS field activity.
9. Physical Barrier: Natural or man made obstruction to deter accidental or deliberate intrusion.

10. Physical Security: That portion of security concerned with the employment of physical measures such as barriers, protective lighting, and vehicle and personnel control measures. It also includes other functions such as loss prevention, security awareness training, and operational procedures designed to limit vulnerabilities.
11. Pilferable Item: Property in DRMS field activity custody that by virtue of its condition, intrinsic value, ready illicit market or resale potential, or widespread non-DOD usage, is highly desirable and therefore a primary target for theft.
12. Sensitive Item: Property requiring a high degree of protection and control due to statutory or regulatory requirements, such as drug abuse items; stock numbered precious metals, hazardous property; items which are of high value and small arms parts.
13. Small Arms: Category of weapons defined in DOD 5100.76-M, which have potential use in civil disturbances and are vulnerable to theft. Small arms are handguns, shoulder-fired weapons, light automatic weapons up to and including .50 caliber machine guns, recoilless rifles up to and including 106mm, mortars up to and including 81mm, man-portable rocket launchers, rifle and shoulder fired grenade launchers, and individually operated weapons which are portable and/or can be fired without special mounts or firing devices.
14. Standoff Distance: A distance maintained between a facility and the potential location for explosives detonation to reduce the explosives' blast effects on the facility. Standoff distances vary with building component construction. See also the definition for "Unobstructed Space".
15. Unobstructed Space: Space within 10 meters (33 feet) of and inhabited building that does not allow for concealment from observation of explosive devices 150mm (6 inches) or greater in height.
16. Visitor: Any individual, military or civilian, not assigned to or employed within an installation, activity, or area to which access is requested.
17. Vulnerability Assessment: An analysis of the compound probability of being hit by a terrorist attack and whether or not assigned responsibilities can be fulfilled as required if attacked. (One step in the preparation of an activity Terrorist Threat Estimate.)
18. Waiver: Temporary relief from specific standards imposed by this instruction pending accomplishment of actions or programs that will conform to established